

Belfair Water District #1
April 11, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Linda Rosa
Sherri LaHaie
Ruby Nelson

Guest

Dale Webb
Sarah Webb
Brandon O'Dwyer

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – Brandon O'Dwyer, general contractor, told the Commissioners he applied for a permit a year ago, (Parcel #39). He is now starting to frame and wanted to make sure he will get water to his property. Linda Rosa told the board that Tom Peadon signed off on it. Rosa gave Mr. O'Dwyer the District's Rates and Regulations and the main has not been tapped. Commissioner Pope told Mr. O'Dwyer that Mr. O'Dwyer is responsible for getting it hooked up to the main. Commissioner Satran-Loudin advised Mr. O'Dwyer to talk to the County about tapping into the main and then communicate with us on the next step. Rosa also told Mr. O'Dwyer that all the contact information is on the paperwork. Mr. O'Dwyer agreed and thanked everyone and left the meeting.

3) Accounts Payable were read by Commissioner Pope; A Motion Made by Commissioner Griffin to Approve Accounts Payable Warrants #6883- #6910, Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

4) Commissioner Griffin Made a Motion to approve Meeting Minutes of March 28, 2017. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

5) Petty Cash is at \$250.00. (Cash = \$101.50 and Receipts: \$148.50 = \$250.00. The Cash Drawer has \$200.00. Commissioner Griffin verified before today's meeting. Commissioner Griffin Motioned to accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

6) Manager Update:

District Retreat – Commissioner Griffin mentioned to the Board she thought the retreat was a good start and recommended for the Board to meet for a half day, perhaps at the end of the month to discuss the budget.

Fire Department Hydrant Locks – Commissioner Pope said he spoke to Jeremy Hicks from the Fire Department is not in favor of it. Commissioner Griffin said we should have two locks, one for spare.

Copy of Rate Study – Commissioner Griffin is researching pay rates from other districts. She plans to get information at the Spring Conference along with water rates. Rosa mentioned to the Board that Regina from the Health Department sent her a checklist as a guidance for the District.

Exterminator – Commissioner Pope recommended we call to have an exterminator look at what's causing the bad odor problem at Razor Road Well Station.

Bylaws and Resolution – Still working with attorney to advise.

Annual Reporting for State Auditor – Rosa and LaHaie will discuss with Chad from BIAS. Due 5/30/2017.

Burke authorizing signing of documents – Attorney Tom Burke requested Board to formally authorize him to sign documents for the District to finish up the settlement and the litigation. Commissioner Satran-Loudin made a Motion for Tom Burke to sign documents pertaining to the Settlement Agreement. Commissioner Griffin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

Budget for District – Rosa and LaHaie are gathering information to prepare a future budget.

Theft of Water – Contractor caught stealing water on Ellinor Street. Rosa turned the water supply off.

Dale and Sarah Webb – Dale Webb introduced himself and his wife to the Board and Staff and discussed his interest in working at Belfair Water District as the new manager. He mentioned to the Board that he likes the pride of the Staff and sees the need for leadership. Commissioner Griffin liked his qualifications.

Executive Meeting - Commissioner Pope adjourned for an Executive Meeting at 6:58 p.m. At 7:05 p.m., Commissioner Pope offered Webb the manager position at \$35 per hour with probation. Webb counter-offered with a guaranteed relationship for a year and \$35 was too shy for what they're asking him to do, and asked for a salary of \$85,000 per year with 2 weeks vacation on the books. At 7:15 p.m., Commissioner Pope adjourned for another Executive Session. Regular Meeting was back in session at 7:23 p.m., and Commissioner Satran-Loudin offered Webb the manager position with a salary of \$85,000 per year and 2 weeks vacation on the books.. Webb accepted the offer.

SR-3 Project – Nothing new.

7) Commissioner's Comments – Commissioner Griffin brought up the Employee Appreciation Lunch. The Staff has decided to cancel.

Commissioner Griffin asked about the district's budget. Webb asked to wait until he's on board, maybe a month after he settles in. He is planning to put something together for the Board.

Commissioner Griffin mentioned the Staff should be CPR trained. Webb told the Board he has someone in mind.

Commissioner Satran-Loudin attended the class on water main held in Auburn, WA.

8) Commissioner Pope adjourned the meeting at 7:37 pm.

April 11, 2017 Meeting Minutes Approved by:

Commissioner Pope *Mike A Pope*

Date: April 25, 2017

Commissioner Satran-Loudin _____

Date: April 25, 2017

Commissioner Griffin *Linné Griffin*

Date: April 25, 2017