

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

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
Sherri LaHaie

Guest

Sarah Webb

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) No public comments.
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Griffin to Accept and Approve Accounts Payable Warrants #7014-#7041. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 4) Motion was made by Commissioner Griffin to approve the Meeting Minutes from the June 27, 2017 meeting. The Motion was 2nd by Commissioner Loudin-Satran. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 5) Petty Cash is at \$250.00. (Cash = \$250.00 and Receipts = \$0 = \$250.00). The Cash Drawer has \$200.00. Commissioner Griffin verified before today's meeting. Commissioner Satran-Loudin Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Griffin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays, 0 Absent

6) Manager Update:

Sanitary Survey – Backflow assembly is in at Well 4 and District is clearing road to Reservoir 39 acres so trucks can get there to replace vent assembly. Webb said that replumbing needs to be done to fit.

Summer Help – Summer staff about to clear out 39 Acres. All other sites have been cleaned up at least once. Doing a great job.

Comp Plan/Stantec – Webb received information from Pam and will review the request and putting information together for them. Once completed, we should be ready for fire flow testing to complete the hydraulic model.

Wellhead Protection Plan – Nothing new to report waiting for Stantec.

Romance Hill Pressure Tank Repair – Will be measuring this week to see how large the building is to determine feasibility of expanding to accommodate the duel tank system.

Hummingbird Road Maintenance Contribution – Webb meeting with Jack Matson and Steve Hoefler July 12 to go over road maintenance. Webb will be delivering the Contribution check in person. Commissioner Satran-Loudin asked about the hole in the road, about 100 feet from the District office. Webb says there is no current leakage and it will be fixed.

Budget Process – Webb working on this with staff. Will be meeting with Chad from Bias on July 12 to go over monthly reconciliation process.

Job Descriptions/Salary Survey – Working with staff to prepare job descriptions, then salary survey to follow. Staff will be cross training to cover staff members who go on vacation or call in sick.

Mason County Signing Authority – Resolution was sent and they are satisfied.

Petty Cash Process and Kitsap Bank Issues – Webb and LaHaie went to Kitsap Bank Belfair Branch and got the petty cash checked cashed, then found out the Resolution really did not matter to them. Went through the process to update the signers. We are also in the process of trying to update EFT accounts for payroll.

- 7) **SR-3 Project:** Webb received the Affidavit, and once Jay reviews, we will be submitting for acceptance and then process to finalize. Then the last bond can begin.
- 8) District Manager requested Executive Session to update Board on personnel matters. Executive Session started at 6:30 p.m. and adjourned at 7:08 p.m.
- 9) Commissioners Comments – Commissioner Griffin is pleased with property maintenance. Commissioner Pope told Dale he has a backhoe to lend to the District. Webb mentioned he might put a hydrant on Craig's List. Commissioner Pope asked if the District could use a dump trailer, and Webb told him yes. Commissioner Satran-Loudin mentioned Steve Davis is back in business.
- 10) Commissioner Pope adjourned the meeting at 7:20 pm.

July 11, 2017 Meeting Minutes Approved by:

Commissioner Pope  Date: July 25, 2017

Commissioner Satran-Loudin  Date: July 25, 2017

Commissioner Griffin  Date: July 25, 2017