

Belfair Water District #1
August 22, 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) Public Comments – 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 #7085-#7101. 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 August 8, 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:**

Comp Plan/Stantec – Webb is currently gathering data.

Wellhead Protection Plan – Waiting for the Survey portion to collect field data.

Romance Hill Pressure Tank Repair – Webb is checking into quotes.

Budget Process – Ongoing; Chad from Bias will be here August 23 to go over reconciliation, budget and fund transfers and balances.

Job Descriptions/Salary Survey – Posted August 22 for Water Field Technician II. The requisition will be posted through September 8th.

Rose Point leak repair – Bulls Eye repaired the 2" main that had a broken coupler.

Razor Road Project – Waiting on Stantec to send amended plans and will be moving forward with planning. Will be sure to include Regina from Health Department in the process.

IRS Form 2848 – IRS requires this new form to be signed by designating authority in order to discuss tax information for the District. We are currently catching up with the 941 Taxes for 2016 and 2017 and looking for abatement for 2015. We will need to have this form filled out and signed so we can request an abatement of fines for 2015.

- 7) **SR-3 Project** – Washington State Dept of Revenue has been in contact and working with them to their release, waiting on a legal opinion from Tom Burke then will work with Stantec to revise the closing document if necessary. Once State agencies sign off on the contract, we will begin finalizing with USDA.
- 8) **Commissioners Comments** – Commissioner Satran-Loudin asked about SR3. Webb said the Dept of Revenue contacted him to include specifics on SR3 legal forms, etc. Currently waiting on opinion from Tom Burke. Commissioner Satran-Loudin asked about the valves, to which Webb replied that Jay from Stantec needs to come out and run tests.
- 9) Commissioner Pope adjourned the meeting at 6:52 pm.

August 22, 2017 Meeting Minutes Approved by:

Commissioner Pope Michael Pope Date: September 12, 2017

Commissioner Satran-Loudin Jill Satran-Loudin Date: September 12, 2017

Commissioner Griffin Lanni Griffin Date: September 12, 2017

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