

Belfair Water District #1  
October 10, 2017  
Regular Meeting  
6 p.m.

**Commissioners Present**

Mike Pope  
Jill Satran-Loudin  
Linnie Griffin

**Staff Present**

Dale Webb  
Sherri LaHaie  
James Freeman

**Guest**

Sarah Webb  
Kaye Massey

- BELFAIR WATER DISTRICT No. 1**  
ESTABLISHED 1966
- 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 #7134 - #7175. Motion 2<sup>nd</sup> 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 October 10, 2017 meeting. The Motion was 2<sup>nd</sup> 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 2<sup>nd</sup> by Commissioner Griffin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays, 0 Absent

6) **Manager Update:**

**New Employee James Freeman** – James comes from North Perry Water and is already involved in repairs and cross connection. His experience is already showing in working with the team to move the District forward.

**Comp Plan/Stantec** – Still collecting data and is moving forward.

**Wellhead Protection Plan** – We have received the hazard survey portion and will now begin to collect field data. Webb will be getting out to the areas where there is mapping.

**Romance Hill Pressure Tank Repair** – Currently looking at options for this replacement, having a hard time getting someone on board to give us quotes, we now have another contractor familiar with the system working with us. Webb is struggling to get information; going to be working with County to help finding reliable sources for repair work.

**Razor Rd Booster Station** – We have lost booster number 2, currently working with Pump Tech and others to get a replacement in place. Pump Tech is coming out to troubleshoot, but they have a long lead time and are very expensive. Webb is looking into a total replacement.

**Hummingbird Well Site** – Began flushing the well today and hopefully will have a sample out tomorrow, and once we get a satisfactory return of the sample, we will get the well online. Communications seem to be functioning with Razor Rd. An Electrician is scheduled to come out tomorrow. Commissioner Pope asked to have Belfair Street flushed. Webb said everything will be flushed.

**Budget Process** – Ongoing; now that James is on board, Webb can move forward with the budget, and hopefully will have budget to review and approve by end of November. Commissioner Pope mentioned increasing the rates 2% in January 2018. Commissioner Satran-Loudin responded by saying the District did not increase rates last year, but an increase should happen every 3 years.

**Job Descriptions** – Will be working with Staff on revising and creating, and will present it to the board for review very soon. Currently working on getting a salary scale in place.

**Razor Road Project** – Currently on hold; Will get with the engineers after budget and Comp Plan is moving over the winter. Webb went through stuff w/Regina.

**State Audit** – Melinda with the State Auditor's Office is here conducting the District audit for 2016. She is working with us to minimize disruption, staff is prepared and working with her and she has noted the progress.

- 7) **SR-3 Project** – Washington State Department of Revenue has been in contact and we will be audited by them on the 16<sup>th</sup> of November. Legal counsel will be here and we are preparing for this audit as much as we can now. Once the State agencies are signed off on the contract, we will begin finalizing with USDA.
- 8) **Commissioner's Comments** – Commissioner Satran-Loudin asked if Jay from Stantec is coming out to look at the valves. Webb wants Jay to come to look at the valves and assist with the Comp Plan. Commissioner Satran-Loudin asked if there was any new information with the Hydrant. Webb told her no, but no large amounts of water are coming out of it. Commissioner Griffin attended the WASWD Fall Conference and there was a presentation to communicate more to the public. More information can be found on their website.
- 9) **Adjourn:** 6:55 pm

October 10, 2017 Meeting Minutes Approved by:

Commissioner Pope \_\_\_\_\_ Date: October 24, 2017

Commissioner Satran-Loudin  \_\_\_\_\_ Date: October 24, 2017

Commissioner Griffin  \_\_\_\_\_ Date: October 24, 2017