

Belfair Water District #1
December 12, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
Sherri LaHaie

Guest

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 #7253 - #7291. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Motion was made by Commissioner Griffin to approve the Meeting Minutes from the November 28, 2017 meeting. The Motion was 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 5) Petty Cash is at \$250.00. (Cash = \$244.00 and Receipts = \$6.00 = \$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

6) **Manager Update:**

Comp Plan/Stantec – In progress; Jay and Pam will be at the District December 13.

Wellhead Protection Plan – Ongoing; working on list of tasks to do.

Romance Hill Pressure Tank Repair – The pressure tanks have been moved to the Booster building and we have picked up 6 hours of down time on the pumps, and pumps are running cool now. We will continue to pursue programming adjustments to reduce the hours on the pumps.

Hummingbird Well Site – Tree trimming and cleanup have been happening at that site. The electrician will install the soft starts and disconnects in January with hope to have the well online by the end of January 2018.

Budget Process – Working budget presented. We may need fine tuning as we go forward and next year will be a much easier and smoother process. Webb gave the Board a copy of the budget, we will adjust as needed. Commissioner Pope mentioned that the District should re-evaluate the two 2% rate increase until year 2020. Webb mentioned DEC putting in a review for extension near Log Yard and Theller Center fire line.

Job Descriptions – Working on finalizing descriptions with hope of presenting to the Board in January for review and approval. LaHaie working on job descriptions.

Rasor Road Project – No change.

State Audit – Webb is reading the draft and writing responses to the State Auditor for the findings both past and present. The exit interview has been set for January 23rd.

DOR Audit – We are currently being audited by the DOR. Burke is requesting a supervisory meeting for review on the settlement tax issue. Currently they are assessing \$68,000 and we disagree.

7) **SR-3 Project** – Closing out the USDA loan in January 2018.

8) **Commissioner's Comments** – Commissioners voted to cancel the 2nd Meeting in December. Commissioner Griffin Made a Motion to Cancel December 26 Meeting. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

Commissioner Griffin attended the Section Meeting in Vancouver and said it was a great Open House.

Meeting Adjourned 7:08 pm

December 12, 2017 Meeting Minutes Approved by:

Commissioner Pope _____ Date: January 9, 2018

Commissioner Satran-Loudin _____ Date: January 9, 2018

Commissioner Griffin _____ Date: January 9, 2018