

Belfair Water District #1
January 9, 2018
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope (by phone)
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
James Freeman
Ruby Nelson

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 Pope to Accept and Approve Accounts Payable Warrants #7292 - #7338. Motion 2nd by Commissioner Griffin. 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 December 12, 2017 meeting. The Motion was 2nd by Commissioner Pope. Commissioner Satran-Loudin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 5) Petty Cash is at \$250.00. (Cash = \$142.00 and Receipts = \$108.00 = \$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 Pope. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

6) **Manager Update:**

Richard Ramondetta – Mr. Ramondetta had a significant leak that brought his bill over \$4,000.00, and he is asking for forgiveness in a larger amount than policy allows. Webb is proposing \$300.00 by policy and payment plan with manager approval for \$100.00 each month for t. Board approved 3 month average to be adjusted for leak adjustment around \$1700.00.

Motion Carried 3 Ayes, 0 Nays

Julia Nelson, Villas on Clifton Ridge HOA – Webb emailed Board Nelson's letter in regards to potential leak and billing questions. Webb will be discussing her concerns in the near future. Commissioner Pope said they have already had this conversation, and if she wants to put 10 meters in ground, more power to her.

Hydrant Maintenance – The District will be starting hydrant maintenance this month, target is 7-8 hydrants per month.

Comp Plan/Stantec – Ongoing

Wellhead Protection Plan – Hoping to complete the assessment survey this month.

Romance Hill Control Reprogramming – After having the VFD's checked, it was discovered that the PLC and the interface is not the correct set up for the desired alternated running. Webb is now looking at options to replace the controls for the site to allow for the pumps to cycle.

Hummingbird Well site – Still working on getting this site back online, the well has been run, but after several hours of running it began to cloud up so we shut down to do further flushing and investigating.

Budget Process – Webb requested the Board to adopt the budget presented at the last meeting if they are in agreement. Commissioner Griffin Made a Motion to Accept the budget. Commissioner Pope 2nd the Motion. Commissioner Satran-Loudin Called for the Vote.

Motion Carried 3 Ayes, 0 Nays

Job Descriptions – Ongoing.

State Audit - Exit conference to be held at the District January 23rd.

DOR Audit – Webb will be meeting with the DOR at the District office tomorrow, the 10th.

7) **SR-3 Project** – Nothing new.

8) **Commissioner's Comments** – Commissioner Pope wants a phone in the conference room. Commissioner Griffin gave handouts from Conference in Tukwila. She mentioned rooms need to be reserved for the Spring Conference. She also mentioned she will not be at the first meeting in March. Commissioner Pope nominated Commissioner Griffin to be Chairman of the Board. Commissioner Griffin then proposed Commissioner Satran-Loudin to be Treasurer and Commissioner Pope to be Secretary.

Motion Carried 3 Ayes and 0 Nays

Meeting Adjourned 6:31 pm

January 9, 2018 Meeting Minutes Approved by:

Commissioner Pope _____ Date: January 23, 2018

Commissioner Satran-Loudin _____ Date: January 23, 2018

Commissioner Griffin _____ Date: January 23, 2018