

Belfair Water District #1
April 24, 2018
Regular Meeting
6 p.m.

Commissioners Present

Linnie Griffin
Jill Satran-Loudin
Mike Pope

Staff Present

Dale Webb
James Freeman
Sherri LaHaie

Guest

- 1) Commissioner Griffin 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 Satran-Loudin to Accept and Approve Accounts Payable Warrants #7523 - #7536. Commissioner Pope 2nd the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the April 10, 2018 meeting. The Motion was 2nd by Commissioner Pope. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 5) Petty Cash is at \$250.00. (Cash = \$117.85 and Receipts = \$132.15 = \$250.00). The Cash Drawer has \$200.00. Commissioner Satran-Loudin verified before today's meeting. Commissioner Pope Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Executive Session** – Commissioner Griffin asked for a 5-minute Executive Session with the Board Members.

Time out: 6:03 pm

Time back: 6:06 pm

Motion was made by Commissioner Satran-Loudin to renew the employment contract with Dale Webb as District Manager for another year period, at the same salary with the addition of medical benefits for family to be included in the contract. Motion was seconded by Commissioner Pope. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

7) **Manager Update:**

Overton and Associates, Developer Extension Contract – Webb and Freeman attended the pre-con. They walked the site with the contractor and went through the locate process and are moving forward. There is no official start date at this time. Webb will update the Board as the project gets underway. Webb will also be working out inspection fees and footages with the developer and engineer for the project. Dale mentioned to the Board that the project is growing, now 640 ft, was at 300 ft.

Comp Plan/Stantec – Webb still gathering data for Stantec and will be scheduling the fire flow testing with NMF&R as soon as possible.

Wellhead Protection Plan – Waiting for draft plan to review and go over with engineers.

Romance Hill Control Reprogramming – No update at this time. Webb is putting together the Request for Proposal.

Hummingbird Well site – Webb have given the go ahead to treat the well, now awaiting the scheduling With Nicholson.

Well #1 – Working well, no current issues to report. Looking into tank repairs when summer help arrives.

DOR Audit/Appeal process – Still waiting to meet on the 30th of May to prepare for the meeting in Tumwater on the 4th of June. Pope and Webb will be meeting with Burke. After appeal process, we will need to close out the loan.

Executive Session for Personnel discussions , 15-minute request. Commissioner Griffin granted approval for 15- minute Executive Session.

Time in: 6:17 pm

Time back: 6:29 pm

Executive Session – Manager requests Executive Session for Personnel discussion. Commissioner Griffin granted a 10-minute session.

Time out: 6:10

Time back: 6:20

8) **SR-3 Project** – Waiting on DOR appeal.

9) **New Business** – Commissioner Griffin Made a Motion to Approve Resolution 2018-01 for pay scale for employees. Commissioner Pope 2nd the Motion. Commissioner Griffin Called for the Vote.

Motion Carried 3 Ayes 0 Nays

10) **Commissioners Comments** – Commissioner Griffin thanked Webb for the updated copy of the budget and policies and asked the Board to comment. Webb told the Board next on the radar is the Development & Standards and will present a draft of the Developer’s Extension Standards & Specs. Commissioner Griffin asked the Board for input. Commissioner Pope had no comments. Commissioner Satran-Loudin asked if the flushing was done on Belfair Street...Commissioner Pope is satisfied with it. Commissioner Griffin praised Freeman on the lawn maintenance.

Meeting Adjourned 6:44 pm

April 24, 2018 Meeting Minutes Approved by:

Commissioner Pope

8 St
Date: May 7, 2018

Commissioner Satran-Loudin

8 St
Date: May 7, 2018

Commissioner Griffin

8 St
Date: May 7, 2018

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