

Belfair Water District #1
August 25, 2015 – Meeting Minutes
Regular Meeting
6 p.m.

Commissioners Present

Michael Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Thomas Peadon
Linda Rosa

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments on Non-Agenda: No Public comment.
- 3) Accounts Payable read by Commissioner Pope; A Motion Made by Commissioner Satran-Loudin to approve warrants # 5870 to # 5890; Maintenance and Operation (including payroll) \$15,178.50 and SR3 PCG \$300,368.67 Total of \$315,547.17. Motion 2nd by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) August 11, 2015 meeting minutes were not ready for the Commissioners.
- 5) Commissioner Pope read the Petty Cash balance of \$69.66 in cash and \$180.34 in receipts for a total of: \$250.00. The Cash Drawer total of \$200.00 was verified by Commissioner Satran-Loudin before the meeting. Motion was made by Commissioner Griffin to approve the Petty Cash and the Cash Drawer. Motion was 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 6) Manager Update:

Elliott D Butler: Meter was pulled per customers request (document signed by Mr. Butler) refund of \$831.99. We just wanted to make the Commissioners aware of the refund. Customer's trailer burnt down a year ago and the water is being used. Mr. Butler understands he will have to pay 30% of the current connection charges to reestablish water service with the District.

Pay Period: Staff will change the date employees are paid to accommodate overtime and total hours worked during each pay period.

-Pay Period - 1st - 15th: Paid on the 20th of the month

-Pay Period - 16th - 30/31: Paid on the 5th of the month

(All monthly Payroll deductions will be paid on the 5th for the previous month)

North Mason High School/Sand Hill Contract Termination: Due to Belfair Water District #1 being short staffed the District will notify North Mason School District by registered letter, per the termination clause in the contract that Belfair Water District #1 will no longer be responsible for the School District's Water System. This notification to the School District will satisfy the 30 day notice requirement in the Contract.

Owner/Tenant: Update BWD #1 Policies for Renter's that will waive the requirement to pay the \$100.00 deposit or the \$40.00 administrative fee. The District's records will continue to list owners of the property as the main address and create an additional bill for the tenant. New home owners will pay a \$40.00 administrative fees because the District we will need to create a new account. BIAS the District's accounting consultant suggested this to improve the District's customer service.

Resolution: Commissioner Satran-Loudin motioned to authorize Peadon to prepare and bring back to the Board for approval, a resolution for the general surplus of meters and other materials and equipment no longer needed by the District. Motion was 2nd by Commissioner Griffin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

Ruby Nelson: Started the 19th and is doing well. We will invite her to a meeting soon.

Earl Lincoln: Peadon received a memo from the District's attorney that the District received \$35,788.96 to pay all outstanding fees and charges owing to the District. This issue is now resolved and the District will now release the liens and cancel the sheriff sale. (Email attached)

7) SR3 Project Update Phase II:

Peadon recommended that the District to apply for additional funds to cover the bid cost overruns as a result of encountering hazardous waste materials, excess dewatering, conflicting utilities and additional unexpected contractor claims while installing the new water main in SR3 Phase 2. This project is a continuation of the original scope of work. This additional work will be fully funded with the additional subsequent loan of \$1,731,500 as shown in the attached USDA Subsequent Loan Cost Summary prepared by Stantec, the District's engineer. This additional funding results in the total project cost of \$5,732,715. The applicant contribution is \$111,215. The other funding source is Public Works Trust Fund with a loan of \$1,900,000 that covered the Phase I work.

The Board approved Peadon to prepare and submit the Subsequent Loan Application to USDA for the additional \$1,731,500.00 to complete the Project.

8) Commissioner Comments:

Commissioner Satran Loudin asked if any Commissioners or staff planned to attend the WASWD Fall Conference in Wenatchee, WA on September 24-26. Commissioner Pope, Commissioner Satran-Loudin, Peadon and Rosa will not be attending the Conference. Commissioner Griffin may attend.

Commissioner Satran-Loudin asked for any updates on the fire hydrant, at Log Yard Road that is down in the fill area.

Commissioner Satran-Loudin also requested an answer on commercial property having a private well within the District.

-Peadon and Rosa will follow up on the hydrant issue and the well serving commercial property and report back to the Board.

9) Meeting was adjourned at 7:45 pm

August 25, 2015 Meeting Minutes Approved by:

Commissioner Pope *[Signature]* Date: September 8, 2015

Commissioner Satran Loudin *[Signature]* Date: September 8, 2015

Commissioner Griffin *[Signature]* Date: September 8, 2015

BELLEVUE WATER
DISTRICT No. 1

ESTABLISHED 1966

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