

Belfair Water District #1
March 24, 2015 – Meeting Minutes
Regular Meeting
6 p.m.

Commissioners Present

Michael Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Tom Peadon
Linda Rosa

Visitors: Visitors: Jack Kimball, Adella Kimball (Happy Birthday), Carol Ehlinger, Melinda Marshall

1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute

2) We wished Adella Kimball a Very Special Happy Birthday! 90ish ☺

3) There were no public comments.

4) Melinda Marshall: Audit Lead; Washington State Auditor's Office & Carol Ehlinger; Audit Manager attended the meeting. Melinda handed out the Exit Conference Report for the Accountability Audit the District just went through. Melinda discussed some of the findings and recommendations; attached is the report. Melinda also informed us; with the new USDA Federal Loan we will be going through a Financial Audit in July 2016.

5) Accounts Payable read by Commissioner Pope; Motion Made by Commissioner Satran-Loudin to approve warrants # 5629 to # 5650; Maintenance and Operation \$3886.08; Payroll & Benefits; \$15,959.51 for the total amount of \$19,845.59. Motion 2nd by Commissioner Griffin. Commissioner Pope accepted the Motions.

Motion Carried 3 Ayes and 0 Nays

6) Status of the Water District was discussed:

- Reviewed the District's response to the Audit.

- Discussion of changing banks to a local bank so staff doesn't have to drive to Port Orchard for daily deposits.

- Peadon, Rosa and Wessen are running the District right now and doing well.

- BIAS Software agreement was discussed and agreed upon; BIAS will reconcile 2014's Financial Report & BIAS will also Train Employee's in the different software modules. . (The 2014 portion will be completed by May 30, 2015 and the 2015 contract is a one year contract. The cost to the District is \$19,450.00 plus tax.

- Commissioner Griffin made the Motion to accept both contracts for BIAS; one for 2014 Financial Reporting and the other for training employees, reporting & assisting when needed at the cost of \$19,450 plus tax. This Motion was 2nd by Commissioner Satran-Loudin and accepted by Commissioner Pope.

Motion Carried 3 Ayes and 0 Nays

7) There will be a Mason County Commissioners Meeting on March 31, 2015. The District Commissioner's & Peadon were invited to the meeting. Peadon was asked to provide an update on the SR3 Water Main Replacement Project.

8) SR3 Project Phase1 update: Peadon reviewed the costs to date. Phase one is near completion. The final Phase 1 pay estimate hasn't been submitted, this request will include the charges for the final asphalt work.

Commissioner Satran-Loudin asked about the hydrant near Les Schwab & the other in the ditch; Tom explained those will be correct after the DOT comes in and establishes final grade.

9) SR-3 Project Phase II Update: Peadon provided the Commissioners a copy of the Draft Bond document. Peadon discussed the Change Order for Phase 2 the Change Order has been verbally approved by USDA and the District's Contractor, Pacific Coast General. Phase 2 will begin when the USDA, Pacific Coast and the District all sign the Change Order approving the final conditions for Phase II.

10) Past Meeting Minutes for February 10, 2015, February 24, 2015 were signed by Commissioners Griffin, Satran-Loudin and Pope.

- Motion made by Commissioner Griffin to approve the meeting minutes from February 10, 2015, February 24, 2015 and March 10, 2015 Motion was 2nd by Commissioner Satran-Loudin to approve the meeting minutes from February 10, 2015, February 24, 2015 and March 10, 2015 and accepted by Commissioner Pope.

Motion Carried 3 Aye and 0 Nay

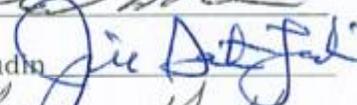
11) The agenda showed the Petty Cash is at \$233.05 with a receipt of \$16.95 equaling \$250.00. The Cash Drawer had \$200.00. Commissioner Satran-Loudin wasn't able to count the Petty Cash or Cash Drawer before the meeting. Petty Cash and the Cash Drawer will be reconciled by the Board at the next meeting
7) Commissioner's Report:

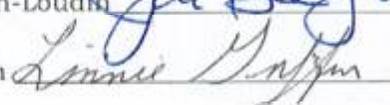
- Commissioner Satran-Loudin said she is pleased with the Staff's efforts & happy she has us. Jill wants an update on the Log Yard project.
- Commissioner Griffin stated she was pleased with the staffs versatility, knowledge and value.
- Commissioner Pope agreed with both Commission Satran-Loudin & Commissioner Griffin.

8) Meeting adjourned at 7:00 pm

March 24th 2105 Meeting Minutes Approved by:

Commissioner Pope  Date: April 14, 2015

Commissioner Satran-Loudin  Date: April 14, 2015

Commissioner Griffin  Date: April 14, 2015