

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, June 3, 2019 at 3:00 p.m.

Chairperson: James J. Hart
Vice Chairperson: Jerry Lundberg
Commissioner: Susan Way

Attending: Randy Screws, General Manager
John Tapia, Operations Manager
Tracy Fantz, HR/Payroll Manager
Marty Grabill, Plant Manager
Debbie Raymond, Sr. Customer Service Representative

The meeting was called to order by Commissioner Hart at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of May 20, 2019
2. Approval of Vouchers WSUD #27916 through #27934 in the amount of \$19,211.93
3. Approval of Vouchers SKWRF #15413 through 15432 in the amount of \$71,933.70

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

BOARD DISCUSSION/ACTION

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Storage Building: Electrical is the current focus and Hardie siding was completed last week
- MBR Replacement – we are still waiting for the O&M Manual
- Exterior Coatings – this job was completed May 9th
- Engineering Assessment CAS – cost estimates are being finalized and a Plant tour is scheduled for June 7th

OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- Project Status: Well 16/17, Well 1 B Rehabilitation, Well 19, Lidstrom, Sewer Main Lining, and Ridgeline
- The Crew is focusing on preparation for the Watauga Project, flushing and TVing, maintenance on lift stations and well sites and pressure washing tanks
- One summer helper will begin work on June 10th

SENIOR CUSTOMER SERVICE REPRESENTATIVE'S REPORT

Senior Customer Service Representative Debbie Raymond reported:

- Various consumption, connection and customer account statistics
- The annual reports have been filed with the State Auditor's Office
- Kitsap County is implementing a new accounts payable warrant issue schedule
- Staff members will be attending AWWA and Springbrook conferences

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- The Accounting/Office Assistant position closed May 29; we will be scheduling interviews in mid-June
- DRS has announced rate increases effective July 1, 2019
- PEBB has announced rate increases effective July 2019

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- We are still working with fifteen customers impacted by the December 2018 tornado
- We are continuing with new WSUD website development, expected completion by year end
- Continuing to review our master schedule of rates and fees
- Discussing intertie options with Manchester Water District
- Has had legal counsel review our small works contracts
- WSRMP has been reviewing our insurance requirements
- Updated the Board on the District network status
- Will be bringing personnel manual revisions to the Board for a study session in the near future
- Will be attending the Springbrook conference
- Considering withdrawing our annexation petition for Ridgeline

COMMISSIONER REPORTS

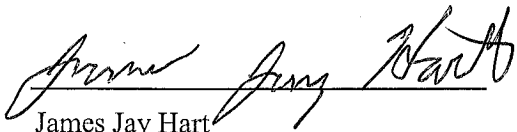
- Commissioners Hart and Way attended the Section II meeting on 5/23/19
- Commissioner Lundberg requested a brief Executive Session

EXECUTIVE SESSION

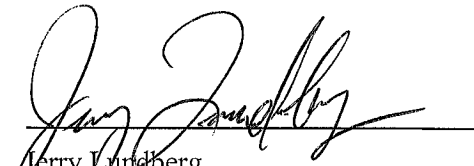
The Board went into a five minute Executive Session with General Manager Screws at 3:35 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 3:40 p.m.

ADJOURN

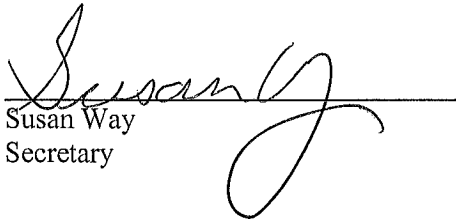
Commissioner Lundberg moved to adjourn the meeting at 3:45 p.m. The motion was seconded by Commissioner Way; motion approved 3 to 0.



James Jay Hart
Chairperson



Jerry Lundberg
Vice-Chairperson



Susan Way
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JUNE 03, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

JUNE 2019	91925	WW OPERATING FUND	N/A
	91926	WATER OPERATING FUND	N/A
	91928	SKWRF OPERATING FUND	<u>N/A</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>0.00</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27916 through #27934 issued 06/04/19 in the amount of \$19,211.93:

Fund 91925 - Wastewater Operating Fund	2,574.97
Fund 91926 - Water Operating Fund	7,310.83
Fund 91930 - Water Capital Improvement fund	9,326.13

TOTAL DISTRICT ACCOUNTS PAYABLE	<u>19,211.93</u>
--	-------------------------

SKWRF

SKWRF vouchers #15413 through #15432 issued 06/04/19 in the amount of \$71,933.70:

Fund 91928 - SKWRF Operating Fund	6,733.66
Fund 91931 - SKWRF Capital Improvement Fund	65,200.04
Fund 91932 - SKWRF ER&R	<u>0.00</u>

TOTAL SKWRF ACCOUNTS PAYABLE	<u>71,933.70</u>
-------------------------------------	-------------------------

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>91,145.63</u></u>
---	--------------------------------