

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, May 20, 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
Joy Ramsdell, Finance Manager
Ken Bagwell, District Attorney

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 6, 2019
2. Approval of Vouchers WSUD #27884 through #27915 in the amount of \$110,682.28
3. Approval of Vouchers SKWRF #15390 through #15412 in the amount of \$31,165.41 and *voided* Voucher #15376 in the amount of \$176.82
4. Approval of May 2019 Payroll in the amount of \$173,057.70

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

BOARD DISCUSSION/ACTION

Resolution 828-19, Approve Hiring Temporary Employee (WSUD)

Commissioner Way moved to approve Resolution 828-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 829-19, Approve Temporary Wage Increase (Administration)

Commissioner Way moved to approve Resolution 829-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

General Manager Screws also requested and received the Board's approval to hire landscaping/yard service in lieu of a second summer help position.

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Storage Building: running electrical, Hardie siding has been started and a drywall contractor was selected
- Still waiting for the MBR replacement O&M manual
- Exterior coatings have been completed
- The CAS Engineering Assessment is nearing completion

OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- Project Update Status for: Well 16/17 Booster Pump Replacement, Well 1 B Rehabilitation, Well 19, Sewer Main Lining, Lidstrom, and Ridgeline (Phillips)
- Crew continuing to prepare for the Watauga project, flushing and TVing sewer mains and performing lift station and well site maintenance.
- Temporary Summer Help employee is scheduled to begin June 10th
- Water production and rain fall annual statistics

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Customer Service is busy with staff vacations and have had a temporary employee to assist them; having staff on vacation emphasizes the need for cross-training
- While we are short handed the accounting specialist tasks are being shared among other staff members
- The annual report is almost complete, final editing will be this week prior to filing

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- We are currently recruiting for the Accounting/Office Assistant position. We have posted the position on Craigslist, WASWD, WFOA, PSFOA and the Springbrook User's Group; the posting closes May 31st
- We have not received notification from PEBB of a mid-year premium increase

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
- Continuing to review our master schedule of rates and fees
- Discussing intertie options with Manchester Water District

COMMISSIONER REPORTS

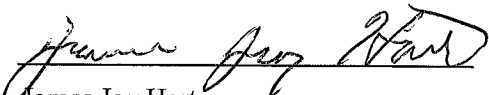
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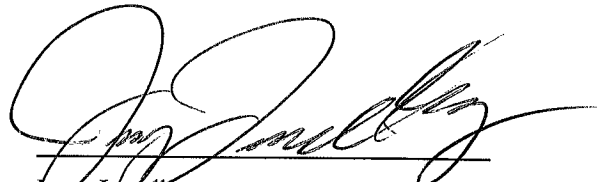
EXECUTIVE SESSION

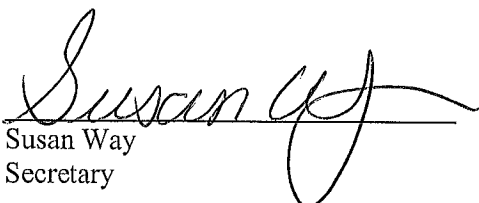
The Board went into a twenty minute Executive Session with General Manager Screws and District Attorney Bagwell at 3:20 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 3:40 p.m.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 3:42 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
MAY 20, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

MAY 2019	91925	WW OPERATING FUND	61,813.91
	91926	WATER OPERATING FUND	55,245.26
	91928	SKWRF OPERATING FUND	<u>55,998.53</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>173,057.70</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27884 through #27915 issued 05/21/19 in the amount of \$110,682.28:

Fund 91925 - Wastewater Operating Fund	65,198.37
Fund 91926 - Water Operating Fund	45,483.91
Fund 91930 - Water Capital Improvement fund	0.00

TOTAL DISTRICT ACCOUNTS PAYABLE	<u>110,682.28</u>
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SKWRF

SKWRF vouchers #15390 through #15412 issued 05/21/19 in the amount of 31,165.41;
and **voided** voucher #15376 issued 5/7/19 in the amount of \$176.82:

Fund 91928 - SKWRF Operating Fund	30,964.97
Fund 91931 - SKWRF Capital Improvement Fund	23.62
Fund 91932 - SKWRF ER&R	<u>0.00</u>

TOTAL SKWRF ACCOUNTS PAYABLE	<u>30,988.59</u>
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GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>141,670.87</u></u>
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