

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 6, 2019 at 3:00 p.m.

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

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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 April 15, 2019
2. Approval of Vouchers WSUD #27849 through #27883 in the amount of \$94,114.16
3. Approval of Vouchers SKWRF #15361 through 15389 in the amount of \$45,136.40

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 823-19, Approve Ridgeline Subdivision Property Annexation

The Public Hearing was opened at 3:00 p.m. John W. Harris of JWJ Group, LLC and Steve Sego of Water Main Partners spoke as proponents of the annexation. The Public Hearing was closed at 3:06 p.m. Commissioner Way moved to approve Resolution 823-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 824-19, Approve Bethel Road SE Property Annexation

The Public Hearing was opened at 3:07 p.m. There were no public comments or discussion; and the Public Hearing was closed at 3:10 p.m. Commissioner Way moved to approve Resolution 824-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 825-19, Amend Financial Management Policies

Commissioner Way moved to approve Resolution 825-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 826-19, Approve Hiring Temporary Employee for SKWRF

Commissioner Way moved to approve Resolution 826-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 827-19, Approve an Accounting/Office Assistant Job Description and Pay Grade

Commissioner Way moved to approve Resolution 827-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Storage Building: Electrical work being done, the drywall contractor has been selected and the Hardie siding will begin this week
- We are still waiting for the MBR O&M Manual
- The Exterior Coatings are proceeding on schedule
- Attended Annual MBR Users Conference – found this to be a valuable resource

OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- Gave progress reports on: Well 16/17 Booster Pump Replacement Project, Well 1B Rehabilitation Project, Well 19, Sewer Main Lining, Lidstrom, and Ridgeline
- The Operations crew has completed annual water main flushing, continuing with sewer flushing and TVing, regular maintenance on lift stations and well sites and collecting information for the water system plan

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Customer Service is busy and has completed the SKWRF ERU report and cross connection reports
- Heidi Hill is assisting with Accounts Payable
- The SKWRF Annual Report is complete and work continues on the District Annual Report

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- Updated the Board on the status of our Summer Help recruiting and hiring for 2019

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Continues to review our master schedule of rates and fees
- Our website re-design project is underway
- Reviewing our insurance coverage and deductibles

- Confirmed Commissioners approval to publish their personal contact information in the WASWD Directory

COMMISSIONER REPORTS

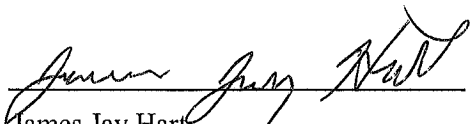
- Commissioners Way, Hart and Lundberg attended the SAC meeting April 24<sup>th</sup>
- Commissioners Way and Hart attended the WASWD Spring Conference

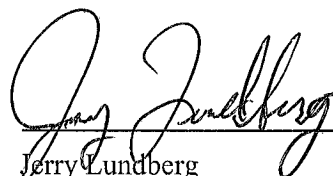
EXECUTIVE SESSION

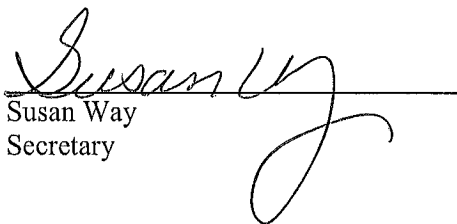
The Board went into a fifteen minute Executive Session with General Manager Screws and District Attorney Bagwell at 4:00 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g) and pending litigation pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 4:15 p.m. and extended Executive Session for ten minutes. The Board returned to regular session at 4:25 p.m. and extended Executive Session for an additional fifteen minutes. The Board returned to regular session at 4:40 p.m.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:45 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.

  
James Jay Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chairperson

  
Susan Way  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MAY 6, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

MAY 2019	91925	WW OPERATING FUND	n/a
	91926	WATER OPERATING FUND	n/a
	91928	SKWRF OPERATING FUND	<u>n/a</u>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b><u><u>0.00</u></u></b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #27849 through #27883 issued 05/07/19 in the amount of \$94,114.16:

Fund 91925 - Wastewater Operating Fund	7,708.03
Fund 91926 - Water Operating Fund	37,450.27
Fund 91930 - Water Capital Improvement fund	48,955.86

<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b><u>94,114.16</u></b>
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**SKWRF**

SKWRF vouchers #15361 through #15389 issued 05/07/19 in the amount of \$45,136.40:

Fund 91928 - SKWRF Operating Fund	29,052.76
Fund 91931 - SKWRF Capital Improvement Fund	16,083.64
Fund 91932 - SKWRF ER&R	<u>0.00</u>

<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b><u>45,136.40</u></b>
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<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b><u><u>139,250.56</u></u></b>
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