

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, April 1, 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
Deena Carpenter, 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 March 15, 2019
2. Approval of Vouchers WSUD #27794 through #27815 in the amount of \$27,978.28, and approval of voiding WSUD Vouchers #27762 and #27765 in the amount of \$1,236.75
3. Approval of Vouchers SKWRF #15310 through #15332, and a portion of voucher #27800 in the amount of \$16,242.97

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

BOARD DISCUSSION/ACTION

Discussion: District Website Hosting and Design

General Manager Screws updated the Commissioner's on the District's need to change vendors for our website hosting and design. The current vendor has gone out of business and our website options for customer payments are not compatible with phones or tablets. The District has several challenges to overcome and we are researching other vendors and their services.

Resolution 814-19, Set Public Hearing for Proposed Ridgeline Subdivision Property Annexation

Commissioner Way moved to approve Resolution 814-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 815-19, Set Public Hearing for Proposed Sidney Parks Property Annexation
Commissioner Way moved to approve Resolution 815-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 816-19, Award Bid for SKWRF Minor Services Agreement – Sabelhaus, West
Commissioner Way moved to approve Resolution 816-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 817-19, Approve Step Increase Justin Smith
Tabled for Executive Session

Resolution 818-19, Approve Position Change for Shane Colglazier
Tabled for Executive Session

Resolution 819-19, Approve Step Increase Ian Reeber
Tabled for Executive Session

Resolution 820-19, Approve Step Increase Nicolas Morris
Tabled for Executive Session

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Storage Building: Roll up door to be installed 4/10/19, siding has arrived, and electrical is being done
- We are still waiting for the MBR Replacement O&M manual
- Requesting Board approval tonight for the coating projects contract
- The CAS engineering assessment is an ongoing project

OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- The Well 16/17 Booster Pump Replacement Project is being engineered to go out to bid
- Well 1B Rehabilitation is completed, we will be reviewing the post rehab video on 4/3/19
- Approximately two weeks more required to complete annual water main flushing
- The Mile Hill Paving project should be starting soon

CUSTOMER SERVICE REPORT

Customer Service Representative Deena Carpenter reported:

- Customer use of our various online and auto-payment programs continues to grow monthly; - this really saves staff time and increases efficiency
- We still have 14 accounts suspended due to the December 2018 tornado damage
- The 2020 ERU consumption report is nearly complete
- We have received a few customer comments due to the 3/1/19 rate increase implementation

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- The Washington State Paid Family and Medical Leave (PFML) program has pushed back their reporting and payment requirements for the first quarter of 2019 to July
- We are now recruiting for 2019 Summer Help – we are hoping to hire three students this year
- Department of Retirement Systems migrated our accounts to their new reporting platform (ERA) on March 18th; a portion of our historical information was not brought forward and we'll be continuing to work with them to ensure this is completed

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- The District is still working with customers impacted by the December tornado
- Continuing to work on the District schedule of rates and fees
- We are waiting for the Department of Revenue to officially respond to our inquiries regarding B&O tax due on pass-through services
- April 4th the District is hosting a Nutrient Removal workshop
- The Director of WASWD will be touring our facility on April 4th
- The SAC meeting has been rescheduled from April 17th to April 24th, and will be conducted at SKWRF

COMMISSIONER REPORTS

- Commissioners Way and Hart attended the WSRMP and Section II meetings on March 28th
- Commissioner Hart attended the WASWD meeting on March 25th

EXECUTIVE SESSION

The Board went into a twenty minute Executive Session with General Manager Screws, Plant Manager Grabill, and Operations Manager Tapia at 4:15 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 4:35 p.m.

Resolution 817-19, Approve Step Increase Justin Smith

Commissioner Way moved to approve Resolution 817-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 818-19, Approve Position Change for Shane Colglazier

Commissioner Way moved to approve Resolution 818-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 819-19, Approve Step Increase Ian Reeber

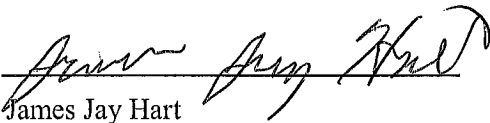
Commissioner Way moved to approve Resolution 819-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 820-19, Approve Step Increase Nicolas Morris

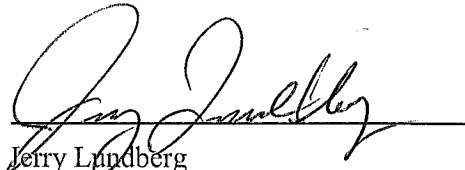
Commissioner Way moved to approve Resolution 820-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

ADJOURN

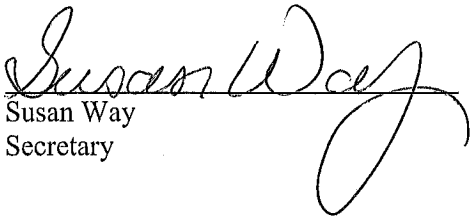
Commissioner Lundberg moved to adjourn the meeting at 4:45 p.m. The motion was seconded by Commissioner Way; motion approved 3 to 0.



James Jay Hart
Chairperson



Jerry Lundberg
Vice-Chairperson



Susan Way
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
APRIL 1, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

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

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27794 through #27815 issued 04/02/19 in the amount of \$27,978.28; and void vouchers #27762 and #27765 in the amount of \$1,236.75:

Fund 91925 - Wastewater Operating Fund	(1,236.75)
Fund 91925 - Wastewater Operating Fund	8,707.84
Fund 91926 - Water Operating Fund	9,354.43
Fund 91930 - Water Capital Improvement fund	9,916.01
	<u>26,741.53</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	26,741.53

SKWRF

SKWRF vouchers #15310 through #15332, and a portion of voucher #27800 (Fund 91926) in the amount of \$16,242.97:

Fund 91928 - SKWRF Operating Fund	7,792.52
Fund 91931 - SKWRF Capital Improvement Fund	8,450.45
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	16,242.97

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>42,984.50</u></u>
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