

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, March 4, 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 February 4, 2019
2. Approval of Vouchers WSUD #27712 through #27760 in the amount of \$74,401.06
3. Approval of Vouchers SKWRF #15243 through #15288 in the amount of \$125,121.89
4. Approval of February 2019 Payroll in the amount of \$170,712.28

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 808-19, Authorizing Contract with Engineered Products

Commissioner Way moved to approve Resolution 808-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 809-19, Accept Water and Sewer Improvements B&B Car Wash

Commissioner Way moved to approve Resolution 809-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 810-19, Approve Employment Contract for Operations Manager John Tapia

Commissioner Way moved to approve Resolution 810-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 811-19, Approve DEC for David Corey/3417 SE Balsam Blvd.

Commissioner Way moved to approve Resolution 811-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

### PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Storage Building: Contractor for roll-up door has been selected, we have bids for drywall installation and we are beginning installation of electrical components
- Waiting for O&M Manual for the MBR Replacement Project
- We are receiving bids for the exterior truck bay coating
- Mead & Hunt Engineering scheduled for a March 13<sup>th</sup> site visit

### OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- BHC is submitting the preliminary design for Well 16/17 Booster Pump Replacement Project
- Well 1 B Rehabilitation will begin March 11<sup>th</sup>
- DOH is reviewing Well 19 project
- Obtaining bids for sewer main relining
- Our inspector is working with the contractor for the Ridgeline (Phillips) project
- The contractor for Silverview has not completed warranty work – manhole issues
- The crew is focusing on: annual water main flushing and TVing sewer , continuing maintenance on lift stations and well sites, and working on the water system plan

### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Utility Billing: New rates effective 3/1/19 have been entered, billing was delayed a couple days due to our extreme weather, and ACH cross training is continuing
- Finance: 2018 adjustments have been completed and now working on financial statements, fixed asset records are current, collecting data for comp plan, and cross training for payroll continuing

### HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- The new policy allowing employees to cash out annual leave and changing the maximum leave accrual is effective April 1, 2019 (Resolution #795-18). We will be working closely with all employees to be sure they have a good understanding of how this will impact them.
- We are scheduled to transition to the new DRS reporting platform on March 18th

### GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Continuing review of the District's Master Fee Schedule

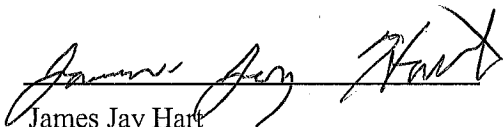
- Continuing to review the District fire protection policy
- Will be meeting with the City of Port Orchard to discuss service and retail service areas
- We have received a claim for property damage due to a water main break; - this claim is being handled by WSRMP

COMMISSIONER REPORTS

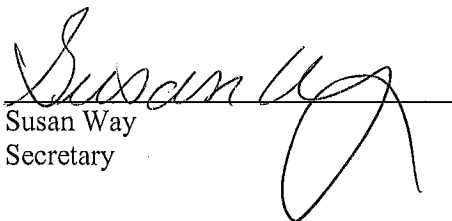
- Commissioners Hart and Way attended a Section II meeting February 28<sup>th</sup>
- Commissioner Hart attended a WASWD meeting on February 25<sup>th</sup>
- Commissioners discussed the meeting schedule for the remainder of March

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:50 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.

  
James Jay Hart  
Chairperson

Absent  
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Jerry Lundberg  
Vice-Chairperson

  
Susan Way  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MARCH 4, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

FEBRUARY 2019	91925	WW OPERATING FUND	60,536.40
	91926	WATER OPERATING FUND	53,895.25
	91928	SKWRF OPERATING FUND	<u>56,280.63</u>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b><u><u>170,712.28</u></u></b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #27712 through #27729 issued 02/19/19 in the amount of \$43,313.74; and vouchers #27730 through #27760 Issued 3/5/19 in the amount of \$31,087.32:

Fund 91925 - Wastewater Operating Fund	17,614.69
Fund 91926 - Water Operating Fund	56,786.37
Fund 91930 - Water Capital Improvement fund	0.00
	<u>0.00</u>
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>74,401.06</b>

**SKWRF**

SKWRF vouchers #15243 through #15267 issued 02/19/19 in the amount of \$68,223.68; and vouchers #15268 through #15288 Issued 3/5/19 in the amount of \$56,898.21:

Fund 91928 - SKWRF Operating Fund	116,446.43
Fund 91931 - SKWRF Capital Improvement Fund	8,675.46
Fund 91932 - SKWRF ER&R	<u>0.00</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>125,121.89</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b><u><u>199,522.95</u></u></b>
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