

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, January 7, 2019 at 3:00 p.m.

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

Attending: Randy Screws, General Manager
John Tapia, Utility Foreman
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 Way at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEM

2019 APPOINTMENT OF OFFICERS

Commissioner Way moved to appoint Commissioner Hart as Chairperson. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Commissioner Hart moved to appoint Commissioner Lundberg as Vice Chairperson. The motion was seconded by Commissioner Way; motion approved 3-0.

Commissioner Hart moved to appoint Commissioner Way as Secretary. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of December 17, 2018
2. Approval of Special Board Meeting Minutes December 18, 2018
3. Approval of Vouchers WSUD #27622 through #27652 in the amount of \$114,359.48
4. Approval of Vouchers SKWRF #15178 through #15208 in the amount of \$212,529.15

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

BOARD DISCUSSION/ACTION

Public Hearing and Resolution 796-19, Sedgwick Road Property Annexation

Commissioner Hart opened the Public Hearing at 3:02 p.m. There were no public comments or discussion on the Sedgwick Road Property Annexation. The Public Hearing was closed at 3:06

p.m. Commissioner Way moved to approve Resolution 796-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 795-18, Second Reading Modifying Annual Leave Policy

Commissioner Way moved to approve Resolution 795-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 797-19, Well 1B CR Hydrogeologic Consulting

Commissioner Way moved to approve Resolution 797-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 798-19, Approve Grade/Step Increase for Erik Roloff

Tabled for Executive Session

Resolution 799-19, Approve Wage Increase for General Manager Screws

Tabled for Executive Session

ATTORNEY'S REPORT

No report given

PLANT OPERATIONS REPORT

- Plant Manager Grabil reported the NPDES Permit for 2019 is in place
- Storage building sheeting is complete and roofing to begin mid-January
- Waiting for O&M Manual for MBR Replacement
- Will start searching for bids on exterior truck bay coating

UTILITY FOREMAN REPORT

- Utility Foreman Tapia reported on the status of the Well 16/17 Booster Pump, Madrona Lift Station Rehabilitation, Ridgeline Project, Bethel Heating Storage, Sedgwick Car Wash, Silverview Project, and Wells 19 and 1B
- The crew is focusing on water main flushing, continued flushing and TVing sewer, VFD is installed in Well 21, Well 11 transducer is being repaired, and storm clean up

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Provided water consumption, revenue and customer account statistics
- Working on year-end tasks including fixed assets, entering 2019 budget, accruals and reversals – the goal is to close 2018 books at the end of February
- Our temporary employee's last day is January 8th
- Inquired if Commissioners will be attending WAWSD Workshop on January 26th

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- The Department of Retirement Systems has re-scheduled the District's transition to their new reporting platform to March

- Working on the completion of January payroll with all the related salary and benefit changes
- As soon as Kitsap County provides the 2018 W-2 files they will be reconciled with quarterly 941 reporting and the W-2's can be processed
- We are currently waiting for PEBB to provide the 2018 enrollment data files for use in the 2018 ACA reporting requirements

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Would like to mention the outstanding work done by staff following the tornado; and to commend everyone for the excellent customer service provided to our customers
- Requesting the Commissioners grant the General Manager the latitude to work with tornado victim customers regarding leak adjustments and account balances. Commissioner Way moved to approve this special authority. The motion was seconded by Commissioner Lundberg; motion approved 3-0. The General Manager will report to the Board the specific actions taken at a subsequent board meeting
- A SAC meeting is scheduled for January 16th at City Hall
- Discussed upcoming holidays and future meeting dates; the Commissioners agreed to move the January 21st meeting to January 22nd and also to eliminate the second meeting in February

COMMISSIONER REPORTS

No reports given

EXECUTIVE SESSION

The Board went into a fifteen minute Executive Session with District Attorney Bagwell, General Manager Screws and Utility Foreman Tapia at 4:00 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). Utility Foreman Tapia exited Executive Session following Erik Roloff's evaluation. The Board returned to regular session at 4:15 p.m.

EXECUTIVE SESSION CONTINUED:

The Board of Commissioners extended the Executive Session for an additional five minutes. Board returned to regular session at 4:20 p.m.

Resolution 798-19, Approve Grade/Step Increase for Erik Roloff

Commissioner Way moved to approve Resolution 798-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 799-19, Approve Wage Increase for General Manager Screws

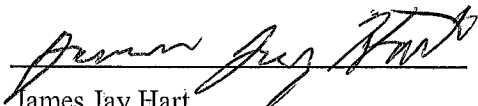
Commissioner Way moved to approve Resolution 799-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

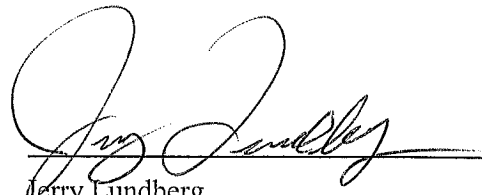
Annual Leave Pay-Off Authorization

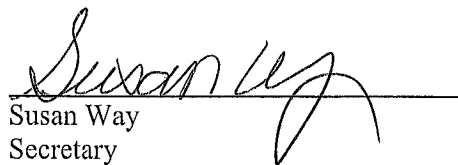
Commissioner Way moved to approve paying Robert Williams four hours of annual leave that exceeded the maximum leave accrual as of December 31, 2018. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:25 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
 JANUARY 7, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

JANUARY 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 #27622 through #27635 issued 12/27/18 in the amount of \$43,344.87; and District vouchers #27636 through #27652 issued 01/08/19 in the amount of \$71,014.61:

Fund 91925 - Wastewater Operating Fund	44,253.50
Fund 91926 - Water Operating Fund	26,894.22
Fund 91930 - Water Capital Improvement fund	37,225.14
Fund 91927 - Information Technology Fund	<u>5,986.62</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	114,359.48

SKWRF

SKWRF vouchers #15178 through #15195 issued 12/27/18 in the amount of \$179,567.75; and SKWRF vouchers #15196 through #15208 issued 01/08/19 in the amount of \$32,961.40:

Fund 91928 - SKWRF Operating Fund	50,461.04
Fund 91931 - SKWRF Capital Improvement Fund	162,068.11
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	212,529.15

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>326,888.63</u></u>
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