

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, December 17, 2018 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
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Deena Carpenter, Customer Service Representative

The meeting was called to order by Commissioner Way at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEM

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of December 3, 2018
2. Approval of Special Board Meeting Minutes of December 10, 2018
3. Approval of Vouchers WSUD #27583 through #27621 in the amount of \$65,287.08
4. Approval of Vouchers SKWRF #15150 through #15177 in the amount of \$37,000.11
5. Approval of December 2018 Payroll in the amount of \$168,351.79

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

BOARD DISCUSSION/ACTION

Resolution 791-18, Approve Revised Credit Card Policy

Commissioner Hart moved to approve Resolution 791-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 792-18, Approve Public Hearing for Proposed Sedgwick Road Property Annexation

Commissioner Hart moved to approve Resolution 792-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 793-18, Adopt 2019 WSUD Budget

Commissioner Hart moved to approve Resolution 793-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 794-18, Approve Revisions to District Paid Holiday Policy

Commissioner Hart moved to approve Resolution 794-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

First Reading: Resolution 795-18, Modify District Vacation (Annual Leave) Policy

General Manager Screws presented giving employees the option to request a cashing out one week of annual leave as long as they will have a minimum of 2 weeks still on the books. Also the accrual of annual leave will be on the anniversary date of employment not Jan. 1 – Dec 31. Discussion by the Board.

ATTORNEY'S REPORT

Ken Bagwell not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Sheeting is near completion and the roofing contractor set to begin January 15, 2019 for the Storage Shed
- Installation of the new membranes for the MBR replacement project has been completed in both basins; both basins are online and operational

UTILITY FOREMAN REPORT

Utility Foreman Tapia reported:

- Well 16/17 booster pump replacement project; BHC is submitting preliminary design report to DOH for approval
- Ridgeline: Inspector is working with the contractor; we are anticipating 125 lots with construction to begin March 2019
- Bethel Heating and Storage: Conducting fire line testing and water quality testing
- Sedgwick Car Wash/Coffee Shop: Final punch list items being completed
- Crew focus: Started annual water main flushing, Well 21 VFD installation, routing maintenance, one crew member on light duty

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Exit conference with the auditor is December 18, 2018
- Temporary employee assisting during staff vacations
- Two vehicles went to auction
- Finance is working on year-end

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Bethel ULID clarification and assessment; the ULID is petition driven with 51% approval from the customers needed before we can begin
- The Auditor was supplied with the required confirmation letter
- District service area needs to be defined between the City of Port Orchard and WSUD in written form

COMMISSIONER REPORTS

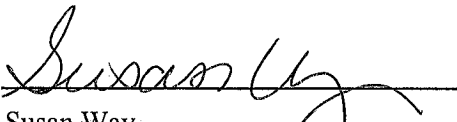
None

EXECUTIVE SESSION:

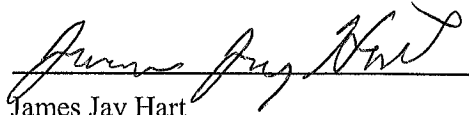
The Board went into Executive Session with General Manager Screws at 4:23 p.m. to discuss personnel issues pursuant to WAC 42.30.110 (1) (g). The Board returned to regular session at 4:40 p.m. with no action taken.

ADJOURN

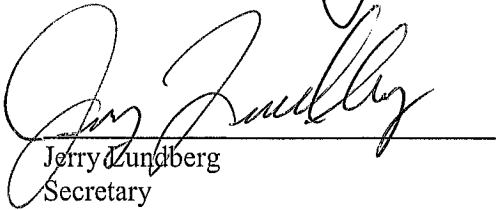
Commissioner Hart motioned to adjourn the meeting at 4:40 p.m. The motion was seconded by Commissioner Lundberg, motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
DECEMBER 17, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

DECEMBER 2018	91925	SEWER OPERATIONS	55,912.91
	91926	WATER OPERATIONS	49,583.19
	91927	INFORMATION TECHNOLOGY	5,092.43
	91928	SKWRF	57,763.26
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	GRAND TOTAL PAYROLL ALL FUNDS:		168,351.79
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #27583 through #27621 issued 12/18/18 in the amount of \$65,287.08:

Fund 91925 - Wastewater Operating Fund	14,841.75
Fund 91926 - Water Operating Fund	42,462.08
Fund 91927 - Information Technology Fund	7,939.85
Fund 91930 - Water Capital Improvement fund	43.40
Fund 91933 - Sewer Capital Improvement Fund	0.00
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TOTAL DISTRICT ACCOUNTS PAYABLE	65,287.08

SKWRF

SKWRF vouchers #15150 through #15177 issued 12/18/18 in the amount of \$37,000.11:

Fund 91928 - SKWRF Operating Fund	37,000.11
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	37,000.11

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	102,287.19
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