

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, November 19, 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
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

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of November 5, 2018
2. Approval of Special Board Meeting Minutes November 13, 2018
3. Approval of Vouchers WSUD #27531 through #27559 in the amount of \$52,517.23
4. Approval of Vouchers SKWRF #15107 through #15129 in the amount of \$957,036.43
5. Approval of November 2018 Payroll in the amount of \$186,213.45

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 781-18, Approve Job Description Change for Operations Manager

In the November 5, 2018 meeting Commissioner Hart moved to approve Resolution 781-18; and the motion was seconded by Commissioner Lundberg. Today's vote was unanimous, 3-0 approval.

Resolution 782-18, Approve Job Description Change for GIS/Technology Specialist

In the November 5, 2018 meeting Commissioner Hart moved to approve Resolution 781-18; and the motion was seconded by Commissioner Lundberg. Today's vote was unanimous, 3-0 approval.

Resolution 785-18, Appointing Agent to Receive Claims Against the District

Commissioner Hart moved to approve Resolution 785-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Discussion: Paid Family and Medical Leave (PFML) Law

General Manager Screws updated the Board on the new Paid Family and Medical Leave Law. In 2019 we will begin paying premiums to the State of Washington Employment Security Department. The first payment will be due in April 2019 for all wages paid beginning in January. The new benefits for employees will be administered entirely by the State and will become available in January 2020. WSUD is a small employer having less than 50 employees, and as such, we do not have to pay the employer portion of the premium. However, the employee portion must be paid. The District has the option of paying the premium on the employee's behalf or by deducting the premium from employee pay. The Commissioners agreed to consider the payment method at the next Board Meeting.

ATTORNEY'S REPORT

No report given

PLANT OPERATIONS REPORT

Plant Manager Grabill reported on the status of the Storage Building, Centrifuge Replacement and MBR Replacement projects.

UTILITY FOREMAN REPORT

Utility Foreman Tapia reported on the status of the Well 16/17 Booster Pump, Madrona Lift Station Rehabilitation, Ridgeline, Bethel Heated Storage and the Sedgwick Car Wash/Coffee Stand Projects.

He also reported the crew is ensuring equipment is ready for winter conditions, continuing sewer flushing, and completing sanitary survey items.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- State Auditor is finished on site and is completing audit work from her own office
- Will be working on the 2019 WSUD budget
- Accounting Specialist Lori Nielsen is working on Fixed Assets
- A temporary employee has been hired to assist Customer Service

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- Reviewing leave balances and reminding supervisors and employees for annual leave and personal holiday hours to be used by year end
- DRS is deploying a new online reporting system, - WSUD is scheduled to transition to the new reporting model in February 2019
- Busy with year-end work and preparation of 2019 payroll files

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

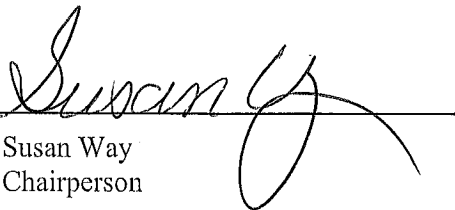
- Reminded Commissioners we have a 'Violence in the Workplace' training scheduled for November 28th
- Working on completing the 2019 WSUD Budget
- The District has a need for a camera and two trucks that were previously submitted for surplus approval; we will be keeping them for District use

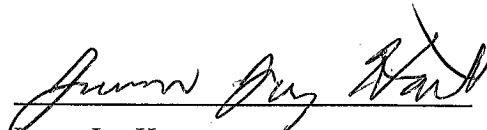
COMMISSIONER REPORTS

Commissioners Way, Hart and Lundberg attended a SAC meeting on November 14th

ADJOURN

Commissioner Hart moved to adjourn the meeting at 3:40 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.


Susan Way
Chairperson


James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
NOVEMBER 19, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

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|---------------|---------------------------------------|------------------------|--------------------------|
| NOVEMBER 2018 | 91925 | SEWER OPERATIONS | 65,541.65 |
| | 91926 | WATER OPERATIONS | 59,126.02 |
| | 91927 | INFORMATION TECHNOLOGY | 5,092.43 |
| | 91928 | SKWRF | <u>56,453.35</u> |
| | GRAND TOTAL PAYROLL ALL FUNDS: | | <u><u>186,213.45</u></u> |

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27531 through #27559 issued 11/20/18 in the amount of \$52,517.23:

| | |
|---|------------------|
| Fund 91925 - Wastewater Operating Fund | 10,331.81 |
| Fund 91926 - Water Operating Fund | 33,417.62 |
| Fund 91927 - Information Technology Fund | 8,767.80 |
| Fund 91930 - Water Capital Improvement fund | 0.00 |
| Fund 91933 - Sewer Capital Improvement Fund | <u>0.00</u> |
| TOTAL DISTRICT ACCOUNTS PAYABLE | 52,517.23 |

SKWRF

SKWRF vouchers #15107 through #15129 issued 11/20/18 in the amount of \$957,036.43:

| | |
|---|-------------------|
| Fund 91928 - SKWRF Operating Fund | 13,968.43 |
| Fund 91931 - SKWRF Capital Improvement Fund | 943,068.00 |
| Fund 91932 - SKWRF ER&R | <u>0.00</u> |
| TOTAL SKWRF ACCOUNTS PAYABLE | 957,036.43 |

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|---|----------------------------|
| GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS | <u><u>1,009,553.66</u></u> |
|---|----------------------------|