

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 5, 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

Linda and Elizabeth Sharpe and two other members of the community attended the meeting. The Sharps expressed their concern to the Board regarding the County's proposed 'Homes for All' project and the possible impact to protecting our wellheads. The Commissioners responded that when we have sufficient information regarding the proposed project they will look in to it.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of October 15, 2018
2. Approval of Vouchers WSUD #27499 through #27530 in the amount of \$238,258.66
3. Approval of Vouchers SKWRF #15078 through #15106 in the amount of \$167,959.91

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

Commissioner Hart moved to approve Resolution 781-18. The motion was seconded by Commissioner Lundberg; no action was taken.

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

Commissioner Hart moved to approve Resolution 782-18. The motion was seconded by Commissioner Lundberg, no action was taken.

Resolution 783-18, Approve Step Increase for Jacob Holcombe
Tabled for Executive Session

Resolution 784-18, Approve Step Increase for Lori Nielsen
Tabled for Executive Session

Discussion: State Auditor Entrance Conference – SKWRF & WSUD

General Manager Screws updated the Board on the entrance conferences of both SKWRF and the District. The conference outlined District/SKWRF responsibilities during the audit and projected the cost for each entity. The Commissioners were asked to sign a letter acknowledging the audit and the expected areas of interest.

Discussion: Snow Bird Penalty Fee Waiver

General Manager Screws discussed a customer request to waive the fee for restoring regular water service for a 'Snow Bird' account. Commissioner Hart moved to approve this request, Commissioner Lundberg seconded it. The motion was approved 3-0.

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 Karcher Springs Booster Pump, Lidstrom Water Main and Madrona Lift Station Rehabilitation projects.

The crew is working on vent retrofitting, pump and lift station preventative maintenance, flushing/TVing sewer main, and installing sample stations at Village Greens and Well 18

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Revenue and Customer Account Statistics
- Finance is busy compiling information for SAO requests
- Working on 2019 Budget
- Working to complete 2018 Fixed Assets
- Customer Service is very busy

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- Busy assisting State Auditors with information requests
- PEBB Open Enrollment is now underway and will end November 30th
- 2018 W-2's and IRS Form 941 through the third quarter have been reconciled
- Payroll continues to receive scam email attempting to change employee direct deposit data

- DRS has advised us the request for public records involving WSUD employee information has been closed

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- The WSRMP will be conducting a Violence in the Workplace training here on November 28th
- The 2019 SKWRF budget should be approved at the SAC meeting on November 14th
- Continuing preparation of the District 2019 budget, hoping to bring it to the Board in early December
- Discussed the NPDES permit requirements with the City of Port Orchard
- Scheduled a Special Board Meeting for November 13th to discuss our salary survey

COMMISSIONER REPORTS

- Commissioners Hart and Way attended the WASWD meeting on October 22nd
- Commissioner Hart attended the SAO Entrance Conferences and the PEBB Open Enrollment meetings
- Commissioner Hart attended a Section II meeting on October 25th
- Commissioner Hart attended a meeting with the General Manager regarding our IT Network Assessment

EXECUTIVE SESSION

The Board went into a twenty minute Executive Session with General Manager Screws, District Attorney Bagwell and Finance Manager Ramsdell at 4:15 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). Finance Manager Ramsdell exited Executive Session following Lori Nielsen's evaluation. The Board returned to regular session at 4:35 p.m.

EXECUTIVE SESSION CONTINUED:

The Board of Commissioners extended the Executive Session for an additional twenty minutes. Board returned to regular session at 4:55 p.m.

Resolution 783-18, Approve Step Increase for Jacob Holcombe

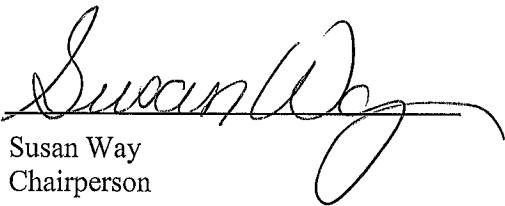
Commissioner Hart moved to approve Resolution 783-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

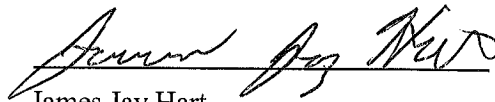
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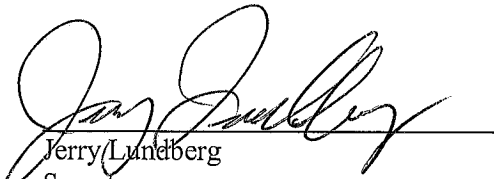
Commissioner Hart moved to approve Resolution 784-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 5:05 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 5, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

NOVEMBER 2018	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
	GRAND TOTAL PAYROLL ALL FUNDS:		

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27499 through #27530 issued 11/06/18 in the amount of \$238,258.66:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	39,847.17
Fund 91926 - Water Operating Fund	72,623.07
Fund 91927 - Information Technology Fund	3,668.09
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	122,120.33
TOTAL DISTRICT ACCOUNTS PAYABLE	238,258.66

SKWRF

SKWRF vouchers #15078 through #15106 issued 11/06/18 in the amount of \$167,959.91:

Fund 91928 - SKWRF Operating Fund	164,534.02
Fund 91931 - SKWRF Capital Improvement Fund	3,425.89
Fund 91932 - SKWRF ER&R	0.00
TOTAL SKWRF ACCOUNTS PAYABLE	167,959.91

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	406,218.57
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