

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, August 6, 2018 at 3:00 p.m.

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Chairperson: Susan Way  
Vice Chairperson: Jim Hart  
Commissioner: Jerry Lundberg

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Attending: Randy Screws, General Manager  
Brent Winters, Operations Manager  
Michael Whitehead, IT Manager  
Tracy Fantz, HR/Payroll 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 ITEMS

No members of the public were in attendance

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of July 23, 2018
2. Approval of Vouchers WSUD #27322 through #27347 in the amount of \$36,903.97
3. Approval of Vouchers SKWRF #14956 through #14984 in the amount of \$32,190.60

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

BOARD DISCUSSION/ACTION

Discussion: STP Manager Interviews Scheduled for August 7, 2018

General Manager Screws updated the Board on the STP Manager Position. We had ten applicants and four have been scheduled for interviews on August 7<sup>th</sup>.

Discussion: Update WSUD Utility Billing Payment System

Finance Manager Ramsdell updated the Board on our Civic Pay payment option.

Discussion: WASWD Fall Conference

General Manager Screws gave the Board information regarding the dates and location of the Fall WASWD Conference.

## ATTORNEY'S REPORT

Attorney Bagwell will report in Executive Session

## PLANT OPERATIONS REPORT

General Manager Screws reported:

- Centrifuge Replacement: Load scale work scheduled to begin in September and Mead & Hunt Engineering is finalizing drawings for the project
- Membrane Replacement: Staff continues to prepare for this project, anticipate project completion in November
- Department of Ecology completed a Class 1 Inspection on August 1<sup>st</sup>

## OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- West Sound Engineering is preparing plans and specifications for the Lidstrom Water Main
- BHC Engineering is preparing their recommendations for the Well 16/17 Booster Pump Project
- Romtec Engineering is preparing their quote for the Madrona Lift Station Rehabilitation Project
- We anticipate connecting the Watauga Pressure Reducing Station System on August 15<sup>th</sup>
- Plans for AM/PM have been reviewed and returned to the Engineer
- We are waiting for Ridgeline's Engineer to submit final plans
- Bethel Heated Storage and Reinke Water Main Extension Projects still need their DEC's
- Wiley Estates 3: Pre-Construction meeting has been conducted and construction has begun
- The contractors for Overlook Apartments and B&B Carwash are working on punch list item

## IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Server Support: New telephone system software has been installed and we've started the Exchange upgrade to 2016
- Network Support: Working to mitigate interference with another organization using the same frequency as WSUD and configured VPN for android tablets
- Installed a terminal for Customer Service to view the front counter area
- Setting up a Springbrook demonstration of their product for mass communications to customers
- Control Systems: RH2 has been working on the alarm system, we downgraded from Enterprise to Version 7
- Reconfigured the backup server to save space until the device can be upgraded
- Expanding the Mobile Vue for our inspector to use from a tablet

## HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- DRS has announced a rate increase effective September 1<sup>st</sup>
- SKWRF has been selected for a DRS audit – we are collecting the documentation requested; the date of the audit is yet to be scheduled
- We have filed the first required annual report for Public Record Requests Data
- Payroll cross-training continues

## FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Reviewed various aspects of the Online Account Management System
- Working on a comprehensive vehicle information spreadsheet
- Working on mid-year budget status reports

## GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Advised Board they are due for open government training – this needs to be conducted every four years. Training to accommodate this need was scheduled for August 13<sup>th</sup> with Attorney Bagwell
- Advised the Board that King County Superior Court has issued a ruling that King County cannot charge utilities rent for the use of county roads and rights-of-way
- Advised the Board that the regular meeting scheduled for September 3<sup>rd</sup> will need to be changed due to Labor Day Holiday. Board agreed to change the meeting to September 4<sup>th</sup>.

## COMMISSIONER REPORTS

- Commissioners Hart and Way attended a Section II meeting

## EXECUTIVE SESSION

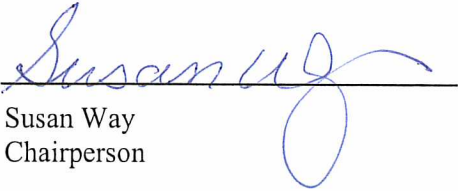
The Board went into Executive Session with Legal Counsel Bagwell and General Manager Screws at 3:40 p.m. to discuss District personnel performance (WAC 42.30.110(1)(g)) and/or pending litigation (WAC 42.30.110.(1)(i)). The Board returned to regular session at 3:55 p.m.

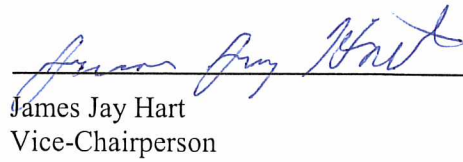
## BOARD ACTION:

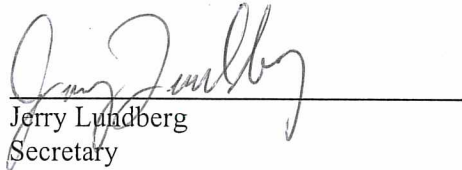
Commission Hart moved and Commissioner Lundberg seconded a motion authorizing Attorney Bagwell to pursue a settlement agreement in lieu of continuing litigation in a current legal matter. The motion was approved 3-0.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 3:58 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  
AUGUST 6, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

AUGUST 2018	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
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	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>0.00</b>
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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #27322 through #27347 issued 08/07/18 in the amount of \$36,903.97:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	3,228.60
Fund 91926 - Water Operating Fund	29,942.70
Fund 91927 - Information Technology Fund	3,602.10
Fund 91930 - Water Capital Improvement fund	37.71
Fund 91933 - Sewer Capital Improvement Fund	92.86
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<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>36,903.97</b>

**SKWRF**

SKWRF vouchers #14956 through #14984 issued 08/07/18 in the amount of \$32,190.60:

Fund 91928 - SKWRF Operating Fund	27,586.41
Fund 91931 - SKWRF Capital Improvement Fund	4,604.19
Fund 91932 - SKWRF ER&R	0.00
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<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>32,190.60</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>69,094.57</b>
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