

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday, January 22, 2019 at 3:00 p.m.

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

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 Hart at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEM

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 7, 2019
2. Approval of Special Board Meeting Minutes January 14, 2019
3. Approval of Vouchers WSUD #27653 through #27688 in the amount of \$74,937.52
4. Approval of Vouchers SKWRF #15209 through #15229 in the amount of \$23,385.97
5. Approval of January 2019 Payroll in the amount of \$171,845.89

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

BOARD DISCUSSION/ACTION

Discussion: Living Hope Church Proposed Water Main Extension

General Manager Screws updated the Board regarding Living Hope Church's proposed water main extension. The needs of the District and future County road construction plans were discussed.

Resolution 800-19, Authorizing PSA with Mead and Hunt Engineering

Commissioner Way moved to approve Resolution 800-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 801-19, Authorizing PSA with HDR Engineering

Commissioner Way moved to approve Resolution 801-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 802-19, Authorizing Change in Position for John Tapia

Commissioner Way moved to approve Resolution 802-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 803-19, Authorizing Change in Position for Jerald Johnson

Commissioner Way moved to approve Resolution 803-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 804-19, Restructuring District Funds

Commissioner Way moved to approve Resolution 804-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 805-19, Acceptance of Water Improvements, Daffodil Storage

Commissioner Way moved to approve Resolution 805-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 806-19, Authorizing Step Increase for Joy Ramsdell

Tabled for Executive Session

ATTORNEY'S REPORT

No report given

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- New maintenance software is being utilized to optimize preventative maintenance and operations
- Storage Building: Roofing in progress, working on roll-up door contract, receiving bids for drywall
- Waiting for O&M Manual for MBR Replacement
- Receiving bids for exterior coatings
- CAS Engineering assessment scheduled for March 13, 2019

OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- Current status on several projects: Well 16/17 Booster Pump Replacement, Madrona Lift Station Rehabilitation, Ridgeline, Daffodil Heated Storage, and Sedgwick Car Wash/Coffee Shop
- Well 1B is out for bid and closes January 25, 2019
- Crew is focusing on: Annual water main flushing, flushing and TVing sewer mains, the Well 11 transducer has been installed and continuing maintenance on lift stations and well sites

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Customer Service is preparing for the upcoming rate changes
- Customer phone calls have been reduced since the new online payment system was established
- Asset installation, disposal and depreciation calculations for 2018 have been completed
- Cross training continues
- Contacted the WSRMP regarding employee vehicles damaged in the December 18th tornado

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- W-2's have been received from Kitsap County, we are in the process of verifying data
- 1095-B Forms have been prepared and are ready for distribution with W-2 Forms
- Identified a problem with the tax tables Kitsap County had in place for January 2019 payroll and requested the County correct them prior to processing the payroll
- Continuing to cross train payroll procedures
- Preparing salary information for the General Manager
- Have completed the 2018 payroll accrual and reversal journal entries for District and SKWRF

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Continuing to work with Customer Service regarding customers impacted by the tornado
- Preparing employee evaluations
- Reviewing the District Master Fee Schedule
- Collecting data concerning the financial impact to the District caused by the tornado; there is a possibility we may be eligible for some reimbursement of expenses
- Requesting Executive Session

COMMISSIONER REPORTS

- Commissioners Hart, Way and Lundberg attended the SAC meeting on January 16th

EXECUTIVE SESSION

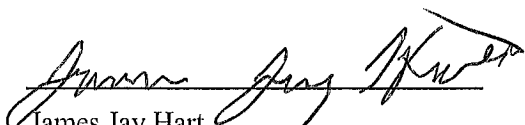
The Board went into a fifteen minute Executive Session with District Attorney Bagwell and General Manager Screws at 3:45 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g) and possible litigation pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 4:00 p.m.

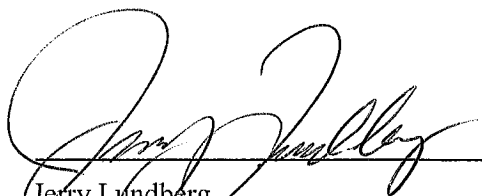
Resolution 806-19, Authorizing Step Increase for Joy Ramsdell

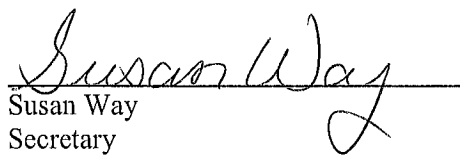
Commissioner Way moved to approve Resolution 806-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:01 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 22, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

JANUARY 2019	91925	WW OPERATING FUND	60,346.65
	91926	WATER OPERATING FUND	53,835.56
	91928	SKWRF OPERATING FUND	57,663.68
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	GRAND TOTAL PAYROLL ALL FUNDS:		171,845.89
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #27653 through #27688 issued 01/23/19 in the amount of \$74,937.52:

Fund 91925 - Wastewater Operating Fund	20,692.17
Fund 91926 - Water Operating Fund	53,008.81
Fund 91930 - Water Capital Improvement fund	600.00
Fund 91927 - Information Technology Fund	636.54
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TOTAL DISTRICT ACCOUNTS PAYABLE	74,937.52

SKWRF

SKWRF vouchers #15209 through #15229 issued 01/23/19 in the amount of \$23,385.97:

Fund 91928 - SKWRF Operating Fund	23,353.28
Fund 91931 - SKWRF Capital Improvement Fund	32.69
Fund 91932 - SKWRF ER&R	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	23,385.97

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	98,323.49
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