

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, February 4, 2019 at 3:00 p.m.

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

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Attending: Randy Screws, General Manager  
John Tapia, Operations Manager  
Tracy Fantz, HR/Payroll Manager  
Marty Grabill, Plant Manager  
Debbie Raymond, Sr. Customer Service Representative

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 22, 2019
2. Approval of Vouchers WSUD #27689 through #27711 in the amount of \$46,418.04
3. Approval of Vouchers SKWRF #15230 through #15242 in the amount of \$23,094.56

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

BOARD DISCUSSION/ACTION

Resolution 807-19, Authorizing Contract with Hokkaido Drilling (Well 1B)

Commissioner Way moved to approve Resolution 807-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Discussion: Distribution System for Fire Protection

General Manager Screws brought it to the attention of the Board that the District supplies water for fire protection to several private water systems. This water is unmetered and we receive no payments to offset the cost to the District for pumps, transmission, storage, etc. We are also unable to monitor leaks and consequently we suffer considerable uncompensated water losses. The Board directed staff to begin the process of identifying each of these situations and start planning how to minimize our costs.

ATTORNEY'S REPORT

Not in Attendance

## PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Storage Building: Roof completed, installing electrical components, receiving drywall bids and working on obtaining a contract for the roll-up door
- Still waiting for an O&M manual for the MBR Replacement
- Receiving bids for the exterior coating
- Mead & Hunt Engineering is scheduled for a site visit March 13<sup>th</sup> to assess the CAS

## OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- Project Status: BHC is submitting the preliminary design for Well 16/17 Booster Pump Replacement to the DOH; Romtec is revising the proposal for the Madrona Lift Station Rehabilitation; Ridgeline (Phillips) – our inspector is working with the contractor; still waiting for Sedgwick car wash as-builts, warranty work on concrete manholes being done at Silverview, Well 19 plans from BHC are being reviewed by DOH, and the Well 1B project was awarded to Hokkaido Drilling
- The crew is focusing on: Annual water main flushing and TVing sewer – some work is being performed at night for greater safety, continuing maintenance on lift stations and well sites, and we are seeking quotes for manhole re-lining

## SENIOR CUSTOMER SERVICE REPRESENTATIVE'S REPORT

Senior Customer Service Representative Debbie Raymond reported:

- New rates have been entered and are being reviewed and checked
- Our customer base using Civic Pay continues to increase
- There were 31 home closings in January

## HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- W-2's and 1095B Forms have been distributed
- DRS has established March as the target date for WSUD/SKWRF to transition to the new reporting platform
- Internal budget transfers scheduled for January 2019 have been completed
- Payroll cross-training is going well and a lot of progress has been made
- We are still waiting for details regarding the new quarterly reporting required for Washington's Paid Family & Medical Leave program effective January 2019

## GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- There was a sewage spill on private property on February 2<sup>nd</sup>. This was due to the homeowners' failure to properly connect to our system; our crew responded and provided clean-up assistance
- The District has been approached by developers for an annexation on Phillips Road

- We have thirteen properties impacted by the December tornado that have been placed in Snow Bird status
- Continuing review of the District's Master Fee Rate Schedule
- Will be attending the Spring WASWD conference
- Requested and received Commissioner approval to attend the June Springbrook conference in Portland, Oregon
- Requested a ten minute Executive Session to discuss personnel performance

COMMISSIONER REPORTS

- Commissioners Hart and Way attended the Section II meeting January 24<sup>th</sup>
- Commissioner Hart attended a WASWD meeting January 28th

EXECUTIVE SESSION

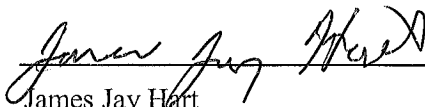
The Board went into a ten minute Executive Session with General Manager Screws and Plant Manager Grabill at 4:00 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 4:10 p.m.

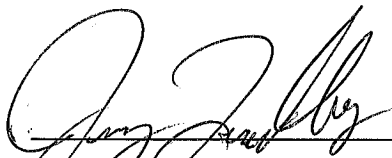
EXECUTIVE SESSION CONTINUED

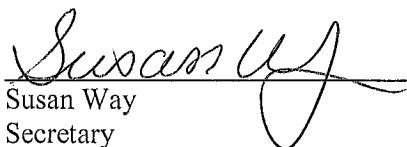
The Board of Commissioners extended the Executive Session for an additional five minutes. The Board returned to regular session at 4:15 p.m. No action was taken.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:17 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.

  
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 James Jay Hart  
 Chairperson

  
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 Jerry Lundberg  
 Vice-Chairperson

  
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 Susan Way  
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
 FEBRUARY 4, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

FEBRUARY 2019	91925	WW OPERATING FUND	N/A
	91926	WATER OPERATING FUND	N/A
	91928	SKWRF OPERATING FUND	<u>N/A</u>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<u><u>0.00</u></u>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #27689 through #27711 issued 02/05/19 in the amount of \$46,418.04:

Fund 91925 - Wastewater Operating Fund	10,746.03
Fund 91926 - Water Operating Fund	33,240.01
Fund 91930 - Water Capital Improvement fund	2,432.00
	<u>0.00</u>

**TOTAL DISTRICT ACCOUNTS PAYABLE 46,418.04**

**SKWRF**

SKWRF vouchers #15230 through #15242 issued 02/05/19 in the amount of \$23,094.56:

Fund 91928 - SKWRF Operating Fund	23,094.56
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	<u>0.00</u>

**TOTAL SKWRF ACCOUNTS PAYABLE 23,094.56**

**GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 69,512.60**