

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, September 4, 2018 at 3:00 p.m.

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

Attending: Randy Screws, General Manager
Brent Winters, Operations Manager
Tracy Fantz, HR/Payroll Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Michael Whitehead, IT 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 August 20, 2018
2. Approval of Vouchers WSUD #27384 through #27408 in the amount of \$25,073.59
3. Approval of Vouchers SKWRF #15007 through #15021 in the amount of \$12,109.43

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 757-18, Amending Water/Sewer Rate Policies and Procedures
Resolution fails for lack of motion.

Resolution 759-18, Approve Participation in the City of Port Orchard's Chimes and Lights Fundraising Contest

Commissioner Hart moved to approve Resolution 759-18. The motion was seconded by Commissioner Lundberg; motion approved 2-0, with Commissioner Lundberg voting no.

Resolution 760-18, Modifying Electronic Payment Policies

Commissioner Hart moved to approve Resolution 760-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 761-18, Repeal Resolution 1111-06 Authorizing Plant Manager to Commute in a District Vehicle

Commissioner Hart moved to approve Resolution 761-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 762-18, Approve Employment Agreement for Plant Manager Marty Grabill

Commissioner Hart moved to approve Resolution 762-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 763-18, Final Approval Lund Avenue Annexation

Commissioner Hart moved to approve Resolution 763-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 764-18, Final Approval Salmonberry Road West Annexation

Commissioner Hart moved to approve Resolution 764-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 765-18, Final Approval Salmonberry Road East Annexation

Commissioner Hart moved to approve Resolution 765-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 766-18, Final Approval Aiken Road North Annexation

Commissioner Hart moved to approve Resolution 766-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 767-18, Approve DEC for Port Orchard Storage Water Main

Commissioner Hart moved to approve Resolution 767-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT

Attorney Bagwell reported the District has accepted a settlement check from Kitsap County.

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Gave an overview of various CIP projects
- Digester cleaning for 2018 has been completed

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Updated the Board on several CIP projects
- Will be meeting with City of Port Orchard discussing coordination of future projects

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Has been out of the office for two weeks and has no new report

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- Auditors from the Department of Retirement Systems will be on site Thursday, September 6th to conduct the exit conference of SKWRF's 2017 Retirement Audit
- Payroll cross-training is continuing

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Updated the Board for August consumption, revenue, connection fees, and new Civic Pay data
- Has completed mid-year budget status reports
- WSRMP has issued checks for the 2018 Retro Program refunds

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

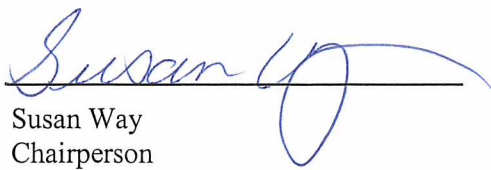
- Reminded the Board there is a Special Meeting/Study Session scheduled for September 10th
- Requested a Special Meeting/Study Session be scheduled for September 17 to be held prior to the regular board meeting; - Commissioners unanimously agreed
- GM Screws and Commissioner Lundberg will be meeting with the City of Port Orchard's Mayor

COMMISSIONER REPORTS

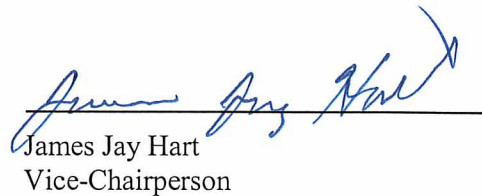
- Commissioners Hart and Way attended a Section II meeting
- Commissioner Hart attended a WASWDA meeting

ADJOURN

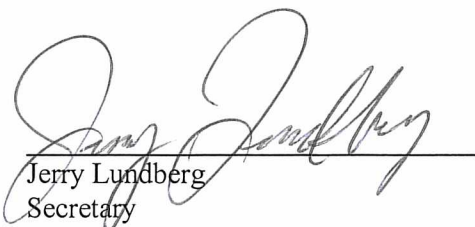
Commissioner Hart moved to adjourn the meeting at 4:10 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
 SEPTEMBER 04, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

SEPTEMBER 2018	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
			<hr/>
		GRAND TOTAL PAYROLL ALL FUNDS:	0.00
			<hr/> <hr/>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27384 through #27408 issued 09/05/18 in the amount of \$25,073.59:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	12,932.70
Fund 91926 - Water Operating Fund	11,522.63
Fund 91927 - Information Technology Fund	1,278.41
Fund 91930 - Water Capital Improvement fund	(819.27)
Fund 91933 - Sewer Capital Improvement Fund	159.12
	<hr/>
TOTAL DISTRICT ACCOUNTS PAYABLE	25,073.59

SKWRF

SKWRF vouchers #15007 through #15021 issued 09/05/18 in the amount of \$12,109.43:

Fund 91928 - SKWRF Operating Fund	12,109.43
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	0.00
	<hr/>
TOTAL SKWRF ACCOUNTS PAYABLE	12,109.43

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	37,183.02
	<hr/> <hr/>