

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, October 1, 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
Michael Whitehead, IT 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

A member of the public was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of September 17, 2018
2. Approval of Special Board Meeting Minutes of September 17, 2018
3. Approval of Vouchers WSUD #27441 through #27462 in the amount of \$26,601.86
4. Approval of Vouchers SKWRF #15044 through #15059 in the amount of \$24,718.01

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 768-18, Amending Water/Sewer Rates Policies and Procedures (RV Park ERU)
No action was taken.

Resolution 769-18, Modifying Water/Sewer Rate Policies and Procedures (Leak Adjustment)
Commissioner Hart moved to approve Resolution 769-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 770-18, Final Approval Sedgwick Road Annexation
Commissioner Hart moved to approve Resolution 770-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 771-18, Final Approval Aiken Road South

Commissioner Hart moved to approve Resolution 771-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 772-18, Final Approval Mile Hill Drive

Commissioner Hart moved to approve Resolution 772-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 773-18, Final Approval Lidstrom

Commissioner Hart moved to approve Resolution 773-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 774-18, Final Approval Sedgwick Road Annexation

Commissioner Hart moved to approve Resolution 774-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 775-18, Approve Conveyance of the OLLA, LLC Overlook Apartments 1 & 2 – Phase 1

Commissioner Hart moved to approve Resolution 775-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 776-18, Approve Step Increase for William Lathum

Tabled for Executive Session

Resolution 777-18, Approve Step Increase for Randy Bowers

Tabled for Executive Session

Resolution 778-18, Approve Step Increase for Jerald Johnson

Tabled for Executive Session

ATTORNEY'S REPORT

No Report

PLANT OPERATIONS REPORT

Plant Manager Grabill reported on the status of the MBR Replacement, Truck Scale and Storage Building Projects.

OPERATIONS MANAGER'S REPORT

Utility Forman Tapia updated the Board on the Lidstrom Water Main Project and the Well 16/17 Booster Pump Project.

IT MANAGER'S REPORT

IT Manager Whitehead reported that Friday, October 5th will be his last day with the District. He is busy transitioning duties to other staff members.

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- We are initiating the process to terminate our Nationwide/PayTrace Services
- PEBB Open Enrollment is the month of November; we will have a representative onsite the 4th week of October for employee questions and concerns
- Kitsap County will be replacing their financial software, (JDEdwards), with a new product and they are soliciting input from all users

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Various revenue, consumption, connection, online billing, and other miscellaneous financial statistics
- Annual SEC filing has been completed
- Implementing some internal reporting changes and working on 2019 budget
- Attended WFOA Conference with Accounting Specialist Lori Nielsen

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Scheduling WSRMP training for Violence in the Workplace/Active Shooter
- The next SAC meeting is October 10th at City Hall
- Is recommending the District return to an annual budget rather than biennial budget
- Comments to the Department of Ecology for the NPDES permit are due next week
- Reminded the Board there is a special meeting October 9th at 5:30 p.m. with BHC Engineering

COMMISSIONER REPORTS

Commissioner Hart attended the WASWD Fall Conference

EXECUTIVE SESSION

The Board went into a fifteen minute Executive Session with General Manager Screws, Utility Foreman Tapia, and District Attorney Bagwell at 4:20 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 4:35 p.m.

BOARD ACTION:

Resolution 776-18, Approve Step Increase for William Lathum

Commissioner Hart moved to approve Resolution 776-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 777-18, Approve Step Increase for Randy Bowers

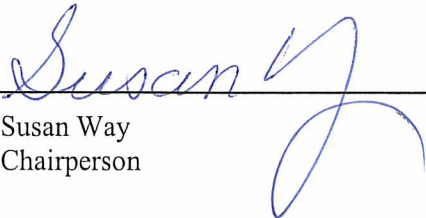
Commissioner Hart moved to approve Resolution 777-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 778-18, Approve Step Increase for Jerald Johnson

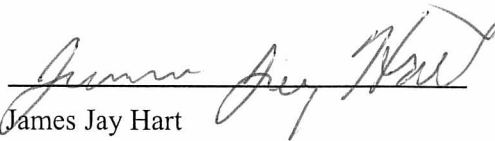
Commissioner Hart moved to approve Resolution 778-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

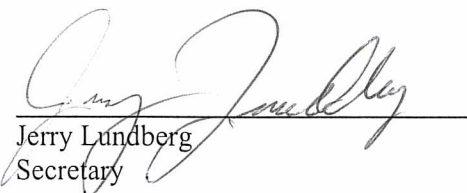
Commissioner Hart moved to adjourn the meeting at 4:56 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 1, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

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

District vouchers #27441 through #27462 issued 10/02/18 in the amount of \$26,601.86:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	2,952.69
Fund 91926 - Water Operating Fund	10,781.07
Fund 91927 - Information Technology Fund	3,267.73
Fund 91930 - Water Capital Improvement fund	9,600.37
Fund 91933 - Sewer Capital Improvement Fund	0.00
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TOTAL DISTRICT ACCOUNTS PAYABLE	26,601.86

SKWRF

SKWRF vouchers #15044 through #15059 issued 10/2/18 in the amount of \$24,718.01:

Fund 91928 - SKWRF Operating Fund	18,263.64
Fund 91931 - SKWRF Capital Improvement Fund	6,454.37
Fund 91932 - SKWRF ER&R	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	24,718.01

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	51,319.87
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