

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 15, 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

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

PUBLIC COMMENTS ON NON-AGENDA ITEM

No members of the public attended.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of October 1, 2018
2. Approval of Special Board Meeting Minutes of October 9, 2018
3. Approval of Vouchers WSUD #27463 through #27498 in the amount of \$104,326.19
4. Approval of Vouchers SKWRF #15060 through #15077 in the amount of \$31,584.43
5. Approval of October 2018 Payroll in the amount of \$196,957.36

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 779-18, Surplus Property (General Property)

Commissioner Hart moved to approve Resolution 779-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 780-18, Surplus Property (Vehicle)

Commissioner Hart moved to approve Resolution 780-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

ATTORNEY'S REPORT

Not in Attendance

PLANT OPERATIONS REPORT

Plant Manager Grabill reported on the status of the Storage Building, Centrifuge Replacement and MBR Replacement Projects

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported on the status of Lidstrom Water Main Replacement, Well 16/17 Booster Pump Replacement and Madrona Lift Station Rehabilitation Projects

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- We will be terminating our account with Nationwide/PayTrace effective January 1, 2019
- We will have a PEBB representative here on October 25th to answer Open Enrollment questions
- We are reviewing insurance coverages and premiums from PEBB and other carriers

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Various online billing statistics
- State Auditors will begin their audit October 16th
- Deena and Joy attended the Accela conference in Georgia
- Accounting Specialist Nielsen has been working on an Unclaimed Property report for the state, Fixed Assets and cross-training as the payroll back-up

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- WSRMP will be presenting a Violence in the Workplace training on November 28th
- Reviewing the 2019 Budget
- Coordinating with the City and SKWRF on NPDES Permit recommendation for the Department of Ecology

COMMISSIONER REPORTS

Commissioners Hart, Way and Lundberg attended a SAC meeting on October 10th

EXECUTIVE SESSION

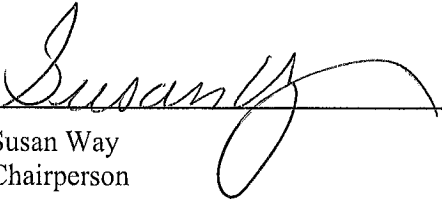
The Board went into a twenty-five minute Executive Session with General Manager Screws at 3:30 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 3:55 p.m.

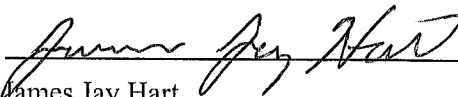
EXECUTIVE SESSION CONTINUED:

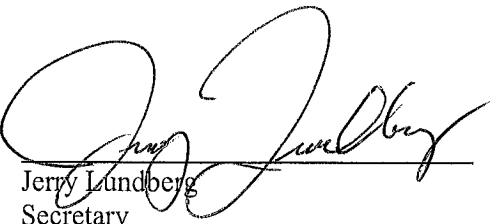
The Board of Commissioners extended the Executive Session for an additional five minutes. Board returned to regular session at 4:00 p.m.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 4:05 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 15, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

OCTOBER 2018	91925	SEWER OPERATIONS	60,535.96
	91926	WATER OPERATIONS	54,333.74
	91927	INFORMATION TECHNOLOGY	24,817.86
	91928	SKWRF	<u>57,269.80</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>196,957.36</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27463 through #27498 issued 10/16/18 in the amount of \$104,326.19:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	13,146.22
Fund 91926 - Water Operating Fund	81,646.97
Fund 91927 - Information Technology Fund	8,116.00
Fund 91930 - Water Capital Improvement fund	1,417.00
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	104,326.19

SKWRF

SKWRF vouchers #15060 through #15077 issued 10/16/18 in the amount of \$31,584.43:

Fund 91928 - SKWRF Operating Fund	31,584.43
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	31,584.43

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>135,910.62</u></u>
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