

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, December 3, 2018 at 3:00 p.m.

Chairperson: Susan Way
Vice Chairperson: James J. Hart
Commissioner: Jerry Lundberg, not in attendance

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 Way at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEM

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of November 19, 2018
2. Approval of Vouchers WSUD #27560 through #27582 in the amount of \$37,481.94
3. Approval of Vouchers SKWRF #15130 through #15149 in the amount of \$214,631.44

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 2-0.

BOARD DISCUSSION/ACTION

Resolution 786-18, Amend Water and Sewer General Facility Charges

Commissioner Hart moved to approve Resolution 786-18. The motion was seconded by Commissioner Way, motion approved 2-0.

Resolution 787-18, Amend Water and Sewer Rates, Charges, Fees and Account Procedures

Commissioner Hart moved to approve Resolution 787-18. The motion was seconded by Commissioner Way, motion approved 2-0.

Resolution 788-18, Approve Revisions to the District Employee's Compensation Benefits for Paid Family and Medical Leave

Commissioner Hart moved to approve Resolution 788-18. The motion was seconded by Commissioner Way, motion approved 2-0.

Resolution 789-18, Approve 2019 Medical Benefits and Salary Schedule

Commissioner Hart moved to approve Resolution 789-18. The motion was seconded by Commissioner Way, motion approved 2-0. Commissioner Hart did note the caveat that the District continuing this benefit will be up to the Board's discretion if the premiums increase.

Resolution 790-18, Adopt 2019 SKWRF Budget

Commissioner Hart moved to approve Resolution 790-18. The motion was seconded by Commissioner Way, motion approved 2-0.

ATTORNEY'S REPORT

No report given

PLANT OPERATIONS REPORT

- Plant Manager Grabill reported on the status of the Storage Building and the MBR Replacement projects.

UTILITY FOREMAN REPORT

- Utility Foreman Tapia reported on the status of the Well 16/17 Booster Pump, Madrona Lift Station Rehabilitation, Ridgeline, Bethel Heated Storage and the Sedgwick Car Wash/Coffee Stand Projects.
- He also reported the crew will be starting annual water main flushing, continuing flushing and TVing sewer lines, a VFD is ordered for Well 21 and preparing to clean the Powell tank.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Provided revenue and customer account statistics
- State Auditor has scheduled the exit conference for December 18th
- Our new leak adjustment policy is saving the District money
- Customer Service had temporary help in November and will again in December for assistance during staff vacation periods
- Preparation for year-end closing and 2019 set up

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- The Department of Retirement Systems has delayed the District's transition to their new reporting system; we were scheduled for February 2019 and our new transition month has not been determined
- The Operations Manager position is being advertised, the opening is scheduled to close December 21st
- Open Enrollment for 2019 is now closed, several employees took advantage of the opportunity to change their insurance coverage
- Preparation for year-end and 2019 payroll continues

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

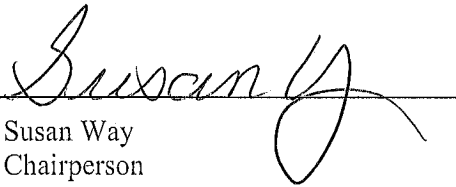
- The Violence Training in the Workplace training was well received
- A recent water main break caused damage to one home's foundation, the structure has been inspected and is still safe for habitation; we are waiting for the insurance company to advise us further
- Working on 2019 District budget review and preparation
- Would like to schedule a Special Board Meeting for December 10th to discuss the budget, - the Commissioners approved this request

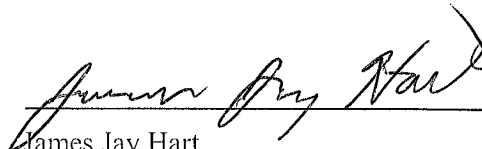
COMMISSIONER REPORTS

- Commissioners Hart and Way attended a Section II meeting
- Commissioner Hart attended a WASWD meeting and had an opportunity to meet their new Director
- Commissioner Hart would like us to look at District policy for maximum annual leave accruals

ADJOURN

Commissioner Hart moved to adjourn the meeting at 4:00 p.m. The motion was seconded by Commissioner Way; motion approved 2 to 0.


Susan Way
Chairperson


James Jay Hart
Vice-Chairperson

Not in Attendance

Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
DECEMBER 3, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

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

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27560 through #27582 issued 12/4/18 in the amount of \$37,481.94:

Fund 91925 - Wastewater Operating Fund	7,060.08
Fund 91926 - Water Operating Fund	25,945.37
Fund 91927 - Information Technology Fund	578.65
Fund 91930 - Water Capital Improvement fund	3,897.84
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	37,481.94

SKWRF

SKWRF vouchers #15130 through #15149 issued 12/4/18 in the amount of \$214,631.44:

Fund 91928 - SKWRF Operating Fund	21,529.20
Fund 91931 - SKWRF Capital Improvement Fund	193,102.24
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	214,631.44

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>252,113.38</u></u>
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