

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, July 15, 2019 at 3:00 p.m.

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

Attending: Randy Screws, General Manager
John Tapia, Operations Manager
Joy Ramsdell, Finance Manager
Marty Grabill, Plant Manager
Deena Carpenter, Customer Service Representative
Ken Bagwell, District's Attorney

Members of the Community in attendance: Barney Skochdopole with Richmond American Homes and Steve Segio with Sound West Group.

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 July 1, 2019
2. Approval of Vouchers WSUD #27992 through #28023 in the amount of \$3,416.00
3. Approval of Vouchers SKWRF #15482 through #15510 in the amount of \$55,788.02
4. Approval of July 2019 Payroll in the amount of \$201,903.19.

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

BOARD DISCUSSION/ACTION

Introduction of New Employees

Finance Manager Ramsdell introduced our two new employees Janet Essig and Tremayne (TJ) Thomas to the Board of Commissioners.

Resolution 840-19, DEC Water/Sewer Main Extension, Richmond American Homes

Commissioner Way moved to approve Resolution 840-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 834-19, Contract Award, Insta-Pipe CIP Pipe Relining

Commissioner Way moved to approve Resolution 834-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 837-19, Uncollectible Debt Write-Off, KPN Communities LLC

Commissioner Way moved to approve Resolution 837-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 838-19, Uncollectible Debt Write-Off WSUD Collection Account

Commissioner Way moved to approve Resolution 838-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 839-19, Authorizing the Investment of Funds in the Kitsap County Investment Pool

Commissioner Way moved to approve Resolution 839-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Wires ran, installing insulation and working on gutter contract. Building almost complete.
- CIP MBR: O&M manual received. Final payment has been sent.
- CIP CAS Engineering Study (2019): There has been no update from Mead & Hunt.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: Preliminary design report to DOH was approved. PSA for project design done by BHC, TOPO and Geo Tech results completed. Met on site June 17th for design thoughts.
- Well 19: Bring up to Sanitary Survey standard, access road in, chemical building is being installed.
- Sewer Main Lining: Received contracts.
- Lidstrom Project: Out to bid. Sent out bids to 9 contractors, 8 said they will look at it. Engineer's estimate about \$470,000.
- Ridgeline: Inspector working with the contractor.
- Crew focus: Prepping for Watauga project, grubbing and staging. Received County permit on Wednesday 700 feet of DI pipe. Continuing to flush and TV Sewer. Continuing maintenance on lift stations and well sites. Summer help, Hunter Feldbush, is doing a great job.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Training two new staff. Both spend time at front counter learning Utility Billing and one hour training each day on a new process in Finance Dept.
- Changing accesses with all agencies.
- Completed all quarterly reports.

- New Family Leave reporting extended one month.
- Finished July payroll with the County but still have to process payroll in Springbrook.
- Cash and investments still need to be reconciled.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Geiger Rd Regional Lift Station: Both Developers to draw up agreement with WSUD to pay for the upsizing of the lift station. General Manager Screws has contacted the City and they will discuss how to proceed with the change in service area and boundaries between West Sound Utility District and City of Port Orchard.
- IVR: General Manager Screws is looking into a phone notification system for customers who are effected by outages or service interruptions as they happen.
- Website: An alert banner is an important feature for the website for outages, service interruptions and emergencies.
- GM Screws has been asked to do a presentation at the WASWD Conference in September regarding the District's response to the December tornado.
- West Sound will be hosting the WASWD meeting here July 25th.

COMMISSIONER REPORTS

Commissioner Lundberg commended the crew on a great job concerning the emergency main break and valve replacement on Hilldale and Beach Dr.

EXECUTIVE SESSION

The Board went into a twenty five minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 4:05p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). At 4:30 p.m. Executive Session was extended for an additional 10 minutes. At 4:40 p.m. the Executive Session was again extended for an additional 10 minutes. The Board returned to regular session at 4:50 p.m.

Resolution 835-19, Position Change, Operation Employee

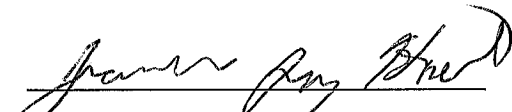
Commissioner Way moved to approve Resolution 835-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.


Resolution 836-19, Position Change and Step Increase SKWRF Employee

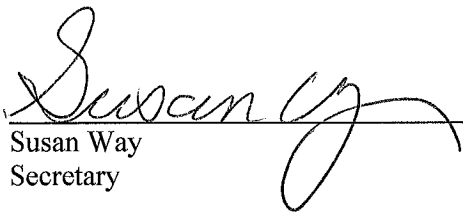
Commissioner Way moved to approve Resolution 836-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:53 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary