

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, August 19th, 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

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 Aug 5th, 2019
2. Approval of Vouchers WSUD #28064 through #28077 in the amount of \$57,853.49
3. Approval of Vouchers SKWRF #15533 through #15559 in the amount of \$19,781.63
4. Approval of August 2019 Payroll in the amount of \$181,355.23

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

BOARD DISCUSSION/ACTION

Resolution 843-19, Repeal of the Flat Rate Snowbird Program

Commissioner Way moved to approve Resolution 843-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 844-19, DEC Acceptance Willey Estates Plat Phase III

Commissioner Way moved to approve Resolution 844-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Passed inspection on electrical, insulation installed, drywall to begin this week.

- CIP CAS Engineering Study (2019) Received final report: Several issues listed but we are currently doing some in house repairs and finding more ways to optimize efficiency and be cost effective. Upgrades in the future will be focused based on the initial permits issued with nutrient limits. Plant Manager Grabill does not recommend the entirety of proposed changes be fulfilled since it will not be able to meet nutrient removal limits now or in the future.
- Rodent issue is taken care of.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: Design drawings are 60% completed and we are reviewing them now.
- Well 19: Chemical building installed.
- Sewer Main Lining: Almost completed by Insta Pipe. The install for three top hats had to be postpone to this week.
- Lidstrom Project: Start date is September 9th.
- Ridgeline: Contractor installing the sewer force main.
- Crew focus: Watauga project 150 feet of DI pipe left to lay. Continuing to flush and TV sewer. Continuing maintenance on lift stations and well sites.
- Working with SKWRF on getting bids from lawn services to cover both sites.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Approximately 1,000 Credit card and ACH auto pay customers.
- Due to Debbie's extra effort there were no shut offs.
- August payroll complete.
- Working with GM Screws on liability renewal with the Risk Pool.
- AP run went very smooth this time around.
- New Family Leave reporting for 1st and 2nd quarter completed.
- One of the new hires has left and a new temporary staff member will begin tomorrow.
- Working on Cash reconcile, ESD and Bureau of Labor Statistics survey.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Geiger Rd Regional Lift Station: Met with the Sewer Advisory Board. Partnership is the most economical way to HDR is looking at the additional capacity for the District portion of the project.
- There are 10 homes still effected by the tornado.
- Website: Project date is mid-September to go live.
- The District hosted the Pacific NW Clean Water Association meeting. It was well attended.
- Completed Master Rates and Schedules input along with scope of costs. Commissioner Hart suggested the Public Hearing be videotaped and placed on the website for those who cannot attend the hearings.

- Discussion on use of Commissioners personal phones to access District emails. GM Screws will order Surface Pros for the Commissioners.

COMMISSIONER REPORTS

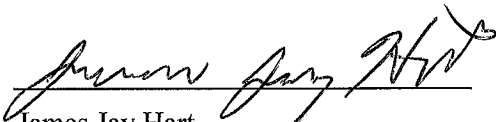
Commissioner Way and Commissioner Hart had nothing to report. Commissioner Lundberg requested an update on Mr. Lyman's bill protest. GM Screws found there were two locates requested for the property and neither one of them were from Mr. Lyman or his company.

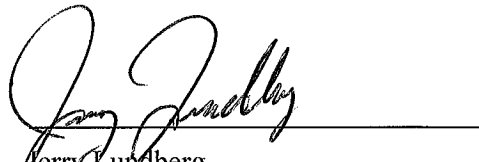
EXECUTIVE SESSION

The Board went into a ten minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 3:45 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Executive Session was extended for an additional 10 minutes with no action. The Board returned to regular session at 4:10 p.m.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:12 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson

ABSENT
Susan Way
Secretary