

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 1, 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
Tracy Fantz, HR/Payroll Manager
Amanda Harvey, for Bagwell Law

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 June 17, 2019
2. Approval of Vouchers WSUD #27968 through #27991 in the amount of \$75,516.38
3. Approval of Vouchers SKWRF #15457 through #15481 in the amount of \$57,231.76

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

BOARD DISCUSSION/ACTION

Introduction of SKWRF Summer Help Employee, Levi Mead

Plant Manager Grabill introduced Levi Mead. Levi is returning for his second summer at the treatment plant.

Discussion: 2020 Budget Preparation Schedule

General Manager Screws presented the Budget Preparation Schedule to the Board with the emphasis on the change of date rate increases will commence. Rate increases are currently set for March 1st of each year which makes budgeting challenging and projecting revenue complicated.

Resolution 830-19, Change in Position for Justin Smith

Commissioner Way moved to approve Resolution 830-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 831-19, Hiring Accounting/Office Assistant Tremayne Thomas

Commissioner Way moved to approve Resolution 831-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 832-19, Hiring Accounting/Office Assistant Janet Essig

Commissioner Way moved to approve Resolution 832-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 833-19, Approve Developer's Extension Contract – Reinke/Creek View Court Watermain Extention

Commissioner Way moved to approve Resolution 833-19. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Wires ran, man door, vents and hoods installed. Purchased Enecon coating for CMU, Selected Kitsap Drywall for the drywall job.
- CIP MBR: O&M manual received. We will be submitting final payment.
- CIP CAS Engineering Study (2019): Wrapping up the report.

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 on its way.
- Sewer Main Lining: Received bids and ready to schedule. Should receive contract soon.
- Lidstrom Project: 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.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Consumption and revenue up.
- Received WASWD retro refund.
- Interviewed eleven candidates and called four back for a second interview and selected two. All drug, driving and criminal background checks have been completed and the new hires will begin tomorrow, July 2nd.
- Challenging month for payroll with new rates, employees, and reports to process.

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Reported:

- New hire orientation tomorrow. General Manager Screws will sit in on the process.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- The cell tower lease with AT&T is being reviewed.
- Geiger Rd Regional Lift Station: Need contractor agreement back by mid-July.
- Reported on the Tornado area.
- A presentation of how the new website is progressing.
- GM Screws will respond to Mr. Simonson for the Board regarding his concerns on what he thought was a mandatory LID on Bethel RD.

COMMISSIONER REPORTS

Commissioner Way and Commissioner Hart attended Section II meeting.

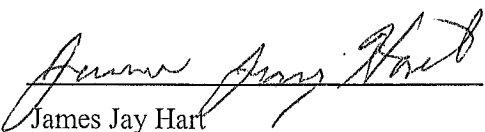
Commissioner Lundberg would like the District to investigate an IVR system to notify our customers of emergency water outages. General Manager Screws will look into it.

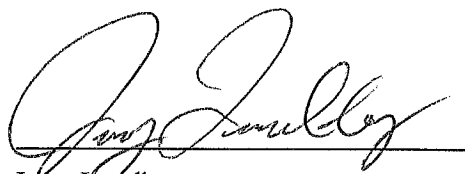
EXECUTIVE SESSION

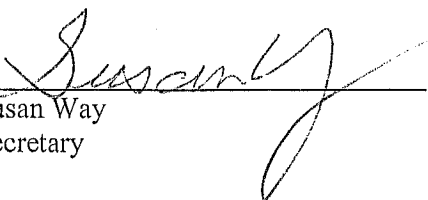
The Board went into a twenty five minute Executive Session with General Manager Screws and District Attorney Harvey at 3:45p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). Executive session was extended for an additional 10 minutes. The Board returned to regular session at 4:20 p.m. with no action taken.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:25 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

	SKWRF (928)			DISTRICT (926)			Total
Check Date:							
July 2, 2019							
Batch No.	92813	93113	Total	92613	93013	Total	
BVA No.	023-2019	024-2019		021-2019	022-2019		
JDE Batch No.	530429	530707		530422	530706		
Total	54,384.07	2,847.69	57,231.76	60,358.32	15,158.06	75,516.38	132,748.14
Starting Voucher No.	15457	15478		27968	27990		
Ending Voucher No.	15477	15481		27989	27991		
JE No. AP							
JE No. Blended							
JE No. Computer Cks							
Board Meeting Date:							
July 1, 2019							