

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, June 17, 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  
Steve Segar, Waterman Mitigation Partners representing JWJ 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 June 3, 2019
2. Approval of Special Board Meeting Minutes of June 10, 2019
3. Approval of Vouchers WSUD #27935 through #27967 in the amount of \$490,147.45
4. Approval of Vouchers SKWRF #15433 through #15456 in the amount of \$947,758.45
5. Approval of June 2019 Payroll in the amount of \$172,300.80

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 New Employees Levi Mead and Hunter Feldbush

- Operations Manager Tapia introduced Summer Helper Hunter Feldbush. Hunter started June 10<sup>th</sup>.
- Due to conflicting schedule Levi Mead was not able to attend this meeting. Levi is returning as a Summer Helper for his second year and started on May 7<sup>th</sup>.

Discussion: Sewer Service Area

General Manager Screws presented the pros and cons of collaborating with the City regarding the sewer boundaries and lift stations for two developments located at Geiger and Sedgwick. The Commissioners gave approval for General Manager Screws to proceed with working with the Developers to upsize one lift station to facilitate both projects.

## PLANT OPERATIONS REPORT

Kevahn Steinke reported:

- Storage Building vents and hoods installed. Received bids for Gutter install, Man Door installed by the end of this week. Electrical install continues.
- MBR Replacement: Still waiting for O & M Manual, Cassette maintenance needs to commence and having manual is important.
- CIP CAS Engineering Study: Wrapping up report expected soon, last site visit was Mead & Hunt Consulting.
- HSI Blower still running (High Speed Turbine)

## OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- Karcher booster pump report design approved by DOH. Topo and Geo tech results done. Onsite today to go over placement and electrical upgrades.
- Sewer Lining bids ready to go.
- Watauga Project starting mid-July Wet well cleaning, flushing and TVing sewer, pressure washing tank, continuing maintenance on lift stations and well sites.
- Rain Fall report 24.12" June 2018 - 14.67" June 2019

## FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Looking at alternative ways to process shut offs. Current way is costly in man hours for the District to tag.
- Job interviews beginning tomorrow. A total of 12 candidates.
- It is challenging to know everything HR/Payroll Manager Fantz's position of 18 years encompasses. Finance Manager Ramsdell will continue to work with Tracy when the job interviews are completed.
- Deena and Debbie attended the Springbrook conference last week. Good ideas for itemizing the billing statement.

## HR/PAYROLL MANAGER'S REPORT

- Not in attendance

## GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Update on those effected by the tornado.
- Work on the new website continues.
- Performance bond update.
- Springbrook software update.
- Upgrade on networks by Seattle Tech continuing.

## COMMISSIONER REPORTS

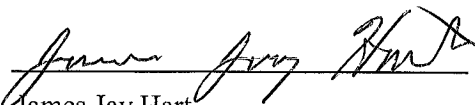
Commissioner Hart and Way attended the special meeting June 10<sup>th</sup> with General Manager Screws regarding HR/Payroll job description and consideration of posting a job announcement.

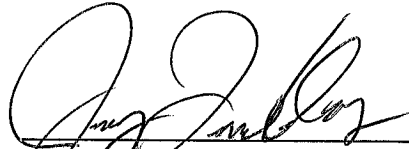
EXECUTIVE SESSION

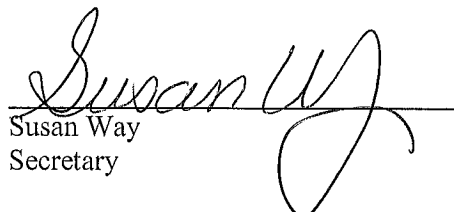
No Executive session.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:45 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