

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

Chairperson: James J. Hart
Vice Chairperson: Jerry Lundberg (joined meeting at 3:15)
Commissioner: Susan Way

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

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 April 1, 2019
2. Approval of Vouchers WSUD #27816 through #27848 in the amount of \$55,880.87
3. Approval of Vouchers SKWRF #15333 through 15360 in the amount of \$60,653.38
4. Approval of April 2019 Payroll in the amount of \$180,924.57

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

BOARD DISCUSSION/ACTION

Resolution 821-19, Approve Authorization of Utility Service Agreements

Commissioner Way moved to approve Resolution 821-19. The motion was seconded by Commissioner Hart, motion approved 2-0.

Private Citizen Request

Dr. Skalabrin has requested an effluent sample from SKWRF for the purposes of testing prototype nutrient removal media. EPA has agreed it does not go against the license and it is a policy issue for West Sound to give approval. The Board of Commissioners agreed to authorize General Manager Screws to set discretionary guidelines for sample scheduling.

PLANT OPERATIONS REPORT

Plant Manager Grabill reported:

- Storage building: roll door installed, running electrical and selected drywall contractor
- MBR Replacement: Still waiting on O & M manual
- Exterior Coatings: Selected Sabelhaus West as contractor, job to commence April 29, making necessary adjustments in solids processing to accommodate the project
- Engineering Assessment: No solid update to discuss, working with Shannon Saramaa at Mead & Hunt with study

OPERATIONS MANAGER'S REPORT

Operations Manager Tapia reported:

- Updates on Well 16/17 Booster Pump Replacement Project, Well 1 rehab, Well 19 access approval from Kitsap County and bringing it up to Sanitary Survey standard
- Sewer main lining project, there are multiple lines to receive bids for and Insta-Pipe is reviewing video we took
- Ridgeline 125 lots and inspector working with contractor
- Annual water main flushing completed next week.
- TV and sewer main flushing continues. Cues reported we have the most hours on our camera they have ever seen
- Continue to perform maintenance on lift stations and well sites
- Sent videos out for quotes on manhole relines
- Continuing to gather information for the water comp plan with HDR

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- SKWRF ERU count report completed
- Reported on various customer service statistics
- Gathering data for water comp plan and SKWRF DOE permit fee info
- Working on Risk Pool property insurance renewal and Annual reports
- Civicpay online new hosting provider Azure as of May 1st. Checking on PCI compliance and certification with IT.

GENERAL MANAGER'S REPORT:

General Manager Screws reported:


- Reviewing of master schedule of rates, tasks and charges
- Met with City regarding Geiger Road development area
- Discussed findings from Department of Revenue taxability of fire protection
- WASWD conference this week
- Begun process of redesigning and hosting of WSUD website. Should be up and running in approximately 6 months.

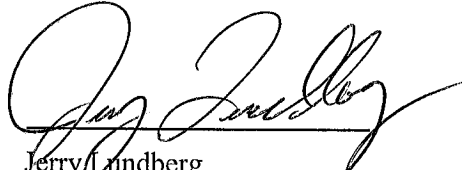
COMMISSIONER REPORTS

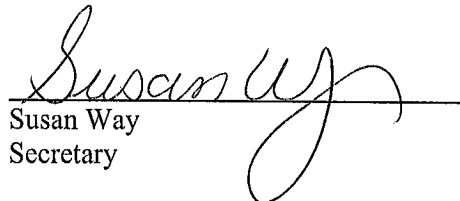
Commissioner Hart attended the workshop hosted by West Sound Utility District put on by the Department of Ecology regarding treatment plants and nutrient removal from effluent.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:45 p.m. The motion was seconded by Commissioner Hart; motion approved 3 to 0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
APRIL 15, 2019 WEST SOUND UTILITY DISTRICT BOARD MEETING**

APRIL 2019	91925	WW OPERATING FUND	63,845.46
	91926	WATER OPERATING FUND	56,772.12
	91928	SKWRF OPERATING FUND	<u>60,306.99</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>180,924.57</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27816 through #27848 issued 04/16/19 in the amount of \$55,880.87:

Fund 91925 - Wastewater Operating Fund	16,470.25
Fund 91926 - Water Operating Fund	34,665.62
Fund 91930 - Water Capital Improvement fund	4,745.00

TOTAL DISTRICT ACCOUNTS PAYABLE	<u>55,880.87</u>
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SKWRF

SKWRF vouchers #15333 through #15360 issued 4/16/19 in the amount of \$60,653.38:

Fund 91928 - SKWRF Operating Fund	55,889.44
Fund 91931 - SKWRF Capital Improvement Fund	4,763.94
Fund 91932 - SKWRF ER&R	<u>0.00</u>

TOTAL SKWRF ACCOUNTS PAYABLE	<u>60,653.38</u>
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GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>116,534.25</u></u>
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