

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 5<sup>th</sup>, 2019 at 3:00 p.m.

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

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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

Member of the Community in attendance: Mr. Lyman.

The meeting was called to order by Commissioner Hart at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Lyman from Lyman Construction is the contractor for the Myers at 3176 Beach Dr. He was protesting that was he was charged with the repair for damage done to a neighbor's sewer line that had an easement through his property. He felt the damage would not have happened if we had located properly and wanted the charges waived. GM Screws said he would look at the locate information and get back to Mr. Lyman and the Board.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of July 15, 2019
2. Approval of Vouchers WSUD #28024 through #28063 in the amount of \$74,544.82,
3. Approval of Vouchers SKWRF #15510 through #15532 in the amount of \$20,838.46

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 841-19, Lidstrom Water Main Replacement Contract Award

Commissioner Way moved to approve Resolution 841-19. 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. Awaiting electrical inspection.
- CIP CAS Engineering Study (2019): There has been no update from Mead & Hunt.
- Discussed rodent issues in Administration building. Removal companies have been contacted for quotes.

## 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
- Well 19: Bring up to Sanitary Survey standard, chemical building and sample station is being installed.
- Sewer Main Lining: Almost completed by Insta Pipe. Three top hats to be installed today.
- Lidstrom Project: Bid complete. Bids came in above engineer's estimate. Engineer's estimate about \$470,000.
- Ridgeline: Contractor installing the sewer force main.
- Crew focus: Watauga project laying 700 feet of DI pipe. Continuing to flush and TV Sewer. Continuing maintenance on lift stations and well sites. We no longer have summer help.

## FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Training of new staff continues. They are taking on more responsibilities.
- Completed all quarterly reports.
- New Family Leave reporting will process this month.
- Cash and investments for June have been reconciled.
- Deena will now handle care of Commissioners' conference and travel arrangements.

## GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Geiger Rd Regional Lift Station: Both Developers have drawn up an agreement. General Manager Screws will present it to the Sewer Advisory Board.
- There are 10 homes still effected by the tornado.
- Website: Development continues.
- Reviewing Master Rates and Schedules.
- Discussion on how exempt employees track their time.
- Updating Cell Tower leases. The Board gave authorization for the General Manager to negotiate the cellular company contracts.

COMMISSIONER REPORTS

Commissioner Way attended the Section II meeting. Commissioner Hart attended the Section II meeting and WASWD meeting.

EXECUTIVE SESSION

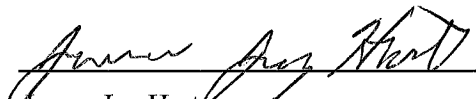
The Board went into a ten minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 4:20 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 4:30 p.m.

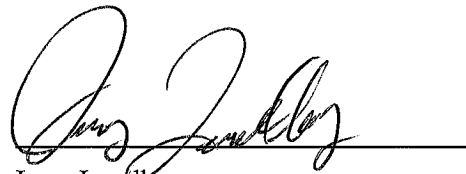
Resolution 842-19, Change in Position, Step Increase, WSUD Employee

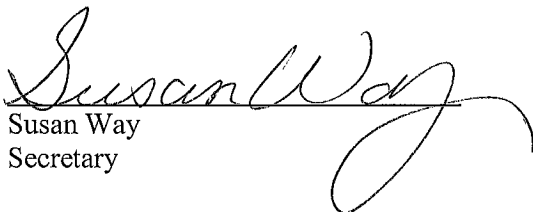
Commissioner Lundberg moved to approve Resolution 842-19. The motion was seconded by Commissioner Way, motion approved 3-0.

ADJOURN

Commissioner Way moved to adjourn the meeting at 4:35 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