

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday, September 3rd, 2019 at 3:00 p.m.

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

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 19th, 2019
2. Approval of Vouchers WSUD #28104 through #28132 in the amount of \$65,053.68
3. Approval of Vouchers SKWRF #15560 through #15580 in the amount of \$27,946.61

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

BOARD DISCUSSION/ACTION

Resolution 846-19, DEC Acceptance Oak Ridge Homes II Ltd

Commissioner Lundberg moved to approve Resolution 846-19. The motion was seconded by Commissioner Hart, motion approved 2-0.

Resolution 847-19, DEC Acceptance Living Hope Community Baptist Church

Commissioner Lundberg moved to approve Resolution 847-19. The motion was seconded by Commissioner Hart, motion approved 2-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Drywall complete, final inspection was completed today, and we need final electrical inspection. There are still a few touch ups to do: Painting interior, gutters, lighting, outlets and CMU coating.
- CIP CAS Engineering Study (2019): We are currently doing some in-house repairs and maintenance cleans. We will continue to find more ways to optimize the CAS process.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17 Booster Pump Replacement Project: BHC submitted preliminary design project report to DOH and it was approved. Design drawings are 60% completed and we are reviewing them now. A meeting is scheduled for Wednesday to go over the drawings.
- Well 19: Chemical injection equipment is all that is left to complete.
- Sewer Main Lining: Completed August 21st, 2019.
- Lidstrom Project: Project cost is \$632,779. Letter for technical deviation submitted to County and approved. Project to commence September 9th, 2019 and the projected completion date is December 20th, 2019.
- Ridgeline: Contractor installing the sewer force main and water main.
- Parkwood Sewer: West Sound Engineering is working on plans and installing a manhole to fix the access for proper maintenance.
- Crew focus: Most of the 700 feet of pipe on the Watauga project has been laid. Crew continuing to flush and TV sewer. Continuing maintenance on lift stations and well sites.
- Lawn services selected and they began last week.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- 851 customers are on credit card auto pay.
- Civic Pay changed their online provider and with the help of IT everything went smoothly.
- Continued training of new staff and they are doing very well.
- New staff, with Heidi's help, completed AP on time, took care of daily Cash Receipting, and UB adjustments during my vacation. They also were back up for Customer Service for the two days Debbie and Deena were off.
- Quarter one and two of Family Leave filed.
- Reconciled August cash, reports, and excise tax filed.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Geiger Rd. Regional Lift Station: General Manager Screws updated the Commissioners on survey and current development progress.
- Blueberry: There is not a DEC for the lift station yet.
- Tornado Area: There are 9 homes still effected by the tornado and they are in a suspended status or snobird rate.

- Working on the 2020 Budget.
- Website work continues.

COMMISSIONER REPORTS

Commissioner Lundberg had nothing to report. Commissioner Hart reported he attended the Section II meeting and the WASWD general meeting.

EXECUTIVE SESSION

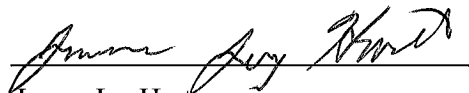
The Board went into a five minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 3:20 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). Action will be taken. The Board returned to regular session at 3:25 p.m.

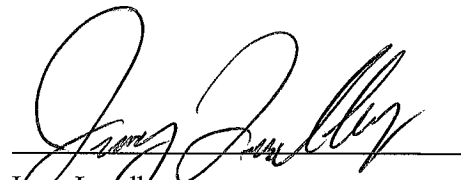
Resolution 845-19, Wage Step Increase, SKWRF Employee

Commissioner Lundberg moved to approve Resolution 845-19. The motion was seconded by Commissioner Hart, motion approved 2-0.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 3:30 p.m. The motion was seconded by Commissioner Hart; motion approved 2-0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson

ABSENT
Susan Way
Secretary