

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, September 16th, 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
Marty Grabill, Plant Manager
Deena Carpenter, Customer Service Representative
Ken Bagwell, District's Attorney

The meeting was called to order by Commissioner Hart at 3:03 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of September 3rd, 2019
2. Approval of Vouchers WSUD #28133 through #28174 in the amount of \$180,087.59
3. Approval of Vouchers SKWRF #15581 through #15606 in the amount of \$38,809.77
4. Approval of September 2019 Payroll in the amount of \$164,611.05

Commissioner Lundberg moved to approve items 1-3 in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 3-0.

Commissioner Lundberg moved to approve Payroll after further review at the next meeting. The motion was seconded by Commissioner Way; motion approved 3-0.

BOARD DISCUSSION/ACTION

Resolution 848-19, DEC M&P Builders Inc. Harris Rd Short Plat 7435

Commissioner Lundberg moved to approve Resolution 848-19. The motion was seconded by Commissioner Way, motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Coated CMU exterior walls, painted interior walls last week, installed outlets and stress cuts in pad. Still needed final electrical inspection, soffits, shelving, heater and lighting.

- Maintenance cleans and repair 4 of the 6 aeration basins, south clarifier and all 3 primary basins. Cleaning and replacing valves and diffusers in aeration basin channels.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17 Booster Pump Replacement Project: Meeting with BHC and County to go over drawings
- Well 19: Chemical injection equipment is all that is left to complete.
- Lidstrom Project: Has begun and projected completion date is December 20th, 2019.
- Ridgeline: Contractor installing the water main.
- Watauga tie in project is complete and the crew did a great job.
- Crew continuing to flush and TV sewer. Continuing maintenance on lift stations and well sites.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell not in attendance.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Joy is attending WFOA Conference in Yakima this week.
- September Payroll is complete.
- Excise tax filed, AP completed on time and it went smoothly.
- Customer Service will process ACH and Credit Card Auto pay today.
- Training continues for new staff in Accounts Receivable and Journal Entries.
- An extra travel card for SKWRF has been ordered.
- Discussion on a minimum charge set for hydrant meter rentals.
- Geiger Road Regional Lift Station: Should have lift station design for review in the next 30 days. We will not have to annex property to be in our voting District as long as the property is in the Boundaries of the District.
- 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 we should be live next week.
- Discussion on updating of the Fire Flow policy: The sizing, delivery and storing of water for fire demand should have a separate fee. The Board concurred it should be looked into.

COMMISSIONER REPORTS

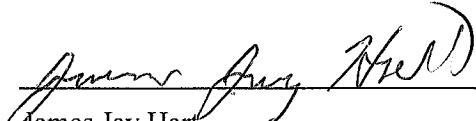
Commissioner Lundberg had nothing to report. Commissioner Hart and Commissioner Way reported they will attend the WASWD Conference in Spokane this week.


EXECUTIVE SESSION

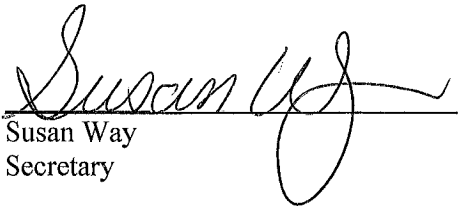
There was no Executive Session

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 3:33 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary