

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, October 7th, 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
Joy Ramsdell, Finance 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 September 16th, 2019
2. Approval of Vouchers WSUD #28175 through #28228 in the amount of \$492,184.96
3. Approval of Vouchers SKWRF #15607 through #15635 in the amount of \$88,467.10

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

BOARD DISCUSSION/ACTION

Discussion, SKWRF 2019 Mid-Year Budget Status Report

GM Screws took the Commissioners thru the Mid-Year Budget Status Report and SKWRF is tracking well.

Discussion, WSUD 2019 Mid-Year Budget Status Report

GM Screws took the Commissioners thru the Mid-Year Budget Status Report followed by discussion. The District is also tracking well.

Discussion, Oregon State University Energy Efficiency/Industrial Assessment.

GM Screws reported OSU students can come and do an Energy Efficiency audit of WSUD. The Commissioners agreed to have the GM move forward with scheduling a visit in the Spring of 2020.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Outlets and lighting installed. Painted exterior fascia and trim. Currently installing heating supply. Stress cuts in concrete completed and the inside of the building has had the concrete ground down for a smooth surface as a coating prep. We are still waiting for the final electrical inspection along with needing to install the shelving and soffits. Also there are still some remaining supplies to be purchased. The financial part of the building will be closed out by the end of this year.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17 : No permit needed from the Department of Fish and Wildlife.
- Well 19: Working on Electrical with Contractor.
- Parkwood Sewer Project: Getting a bid from Pape and Sons for a manhole install.
- Lidstrom Project: Has begun and projected completion date is December 20th, 2019.
- Ridgeline: Contractor installing the water main.
- Watauga tie-in project is complete. We are looking at demolition of the tanks in 2020.
- Crew working on the manhole survey.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Customer Service is working on Budget Billing customers and removing large accounts from credit card auto pay and getting them to move over to checking account auto pay.
- The two new hires are doing great and their training continues.
- Joy attended the WFOA conference. There are new GASB 68 rules regarding leasing and how they will apply to next year.
- October will be a busy month. Filings for quarterly reports and unclaimed properties due.
- September consumption billing is down, sewer revenue is up and water revenue is down.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Tornado Area: There are nine homes still effected by the tornado and they are in a suspended status or snowbird rate.
- Website is live and improvements and updates continue.
- Discussion on the Water Sewer Risk Pool 9.2% rate increase for 2020.
- WSUD 2020 budget is completed and being reviewed.
- CIP index is up 3.2%
- Future board meeting date changes: Moving the December 16th meeting to Wednesday December 18th at 5:00 p.m. and Commissioner Hart asked to move the October 21st meeting to Tuesday October 22nd at 5:00 p.m. Changes were agreed on by the Commissioners.

COMMISSIONER REPORTS

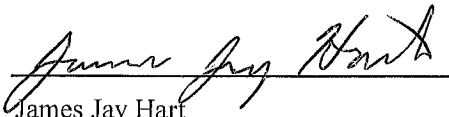
Commissioner Lundberg had nothing to report. Commissioner Hart attended the WASWD Conference in Spokane and the Section II meeting. Commissioner Way reported she attended the WASWD Conference in Spokane.

EXECUTIVE SESSION

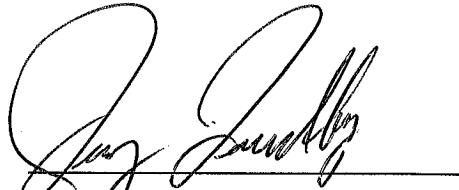
There was no Executive Session.

ADJOURN

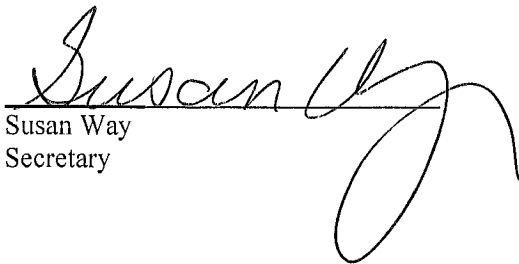
Commissioner Way moved to adjourn the meeting at 4:35 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



James Jay Hart
Chairperson



Jerry Lundberg
Vice-Chairperson



Susan Way
Secretary