

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, October 22nd, 2019 at 5:00 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

The meeting was called to order by Commissioner Hart at 5:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of October 7th, 2019
2. Approval of Vouchers WSUD #28229 through #28274 in the amount of \$76,054.31
3. Approval of Vouchers SKWRF #15636 through #15662 in the amount of \$34,371.64
4. Approval of the October Payroll in the amount of \$163,840.42

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

BOARD DISCUSSION/ACTION

Discussion, Joint letter to Ecology – General Permit for Nutrients (SKWRF)

GM Screws updated the Board that the listed permittee's, signers represented 40% of the total flow capacity identified within the identified permittee list. King County did not sign the letter, but communicated with Ecology and expressed support of the letter's content. With that communicated support, this accounts for 90% of the total flow capacity listed pertaining to the issued permittee list as supportive of the letter's content.

Discussion, Bethel Road Local Improvement District

GM Screws updated Board that there are nineteen properties in the defined area who have petitioned to have a LID. The General Manager recommended to have an informational meeting with an engineer and bonding company to give the petitioners a better idea of cost and feasibility of a LID.

Resolution 849-19, Water and Sewer GFC Rates (First Reading)

Commissioner Hart would like the discussion to be held off until the special meeting in December.

Resolution 850-19, Water and Sewer Rates (First Reading)

Commissioner Hart would like the discussion to be held off until the special meeting in December.

Introduction of the 2020 Proposed Water and Sewer Miscellaneous Charges and Fees

General Manager Screws gave an overview of the additions and changes in the Miscellaneous Charges and Fees schedule. A major change needed is the Street Light fee, which is currently imbedded in the water flat rates. The fee needs to be taken out of the water flat rates and shown as a separate flat rate item.

Commissioner Way moved to segregate the street light charges in the billing. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Introduction of the 2020 WSUD Budget

GM Screws presented to the Board a few highlights from the 2020 WSUD Budget. All members of the Board are not able to attend the November meetings so a page by page presentation will be at a special meeting in December.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Currently installing heating supply. The financial part of the building will be closed out by the end of this year.
- SKWRF is on target to remain in Budget.
- Prepping for multiple in house projects for 2020 pending approval.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: 60% design drawings are completed We are reviewing them now. Landau is working on the critical area report for the County.
- Well 19: Bringing up to Sanitary Survey standards. Electrical Contractor is finishing up.
- Parkwood Sewer Project: WSE provided plans for the project. Looking into possible liners in the six inch concrete. Pape and Sons will start and complete within the week.
- Lidstrom Project: Letter for technical deviation submitted to the County and approved. Project is 85% complete and new main is live. There are ten services that need to be swapped over to the new main.
- Ridgeline: Water main has been tested and passed.
- Crew is prepping for the annual flushing beginning on the lower gradient and 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.
- Reporting has been complete and Joy is now able to work on some of the projects that have been on the back burner for a while.
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GENERAL MANAGER'S REPORT

General Manager Screws reported:

- The Harris Rd water main break that occurred last December 2018: Ms. Sisson has agreed to a scope of repair which is being addressed by the Water and Sewer Risk Pool for approximately 56K. WSUD has a 25K deductible.
- Tornado Area: There are nine homes still effected by the tornado and they are in a suspended status or snowbird rate.
- The questionnaire for the District's energy assessment by OSU has been completed and filed.
- PEBB open enrollment is in November. New rates begin January 2020.
- Blueberry/Geiger Rd lift station update.
- Washington Ratings Survey paperwork has been completed and forwarded to SKWFR.

COMMISSIONER REPORTS

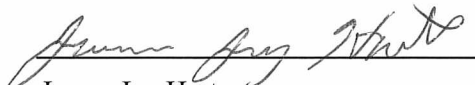
Commissioner Lundberg and Way had nothing to report. Commissioner Hart suggested we invite the newly elected legislative leaders to discuss past Public Works projects.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURN

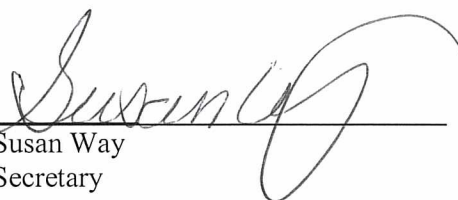
Commissioner Way moved to adjourn the meeting at 6:20 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



 James Jay Hart
 Chairperson

ABSENT

 Jerry Lundberg
 Vice-Chairperson



 Susan Way
 Secretary