

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, November 18th, 2019 at 3:00 p.m.

Chairperson: James J. Hart
Vice Chairperson: Jerry Lundberg (Absent)
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, 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 November 4, 2019
2. Approval of Vouchers WSUD #28308 through #28348 in the amount of \$159,680.03
3. Approval of Vouchers SKWRF #15684 through #15724 in the amount of \$134,147.50
4. Approval of the November Payroll in the amount of \$169,064.96

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

BOARD DISCUSSION/ACTION

Resolution 854-19, Revision to Sick Leave Policy

Commissioner Way moved to approve Resolution 854-19. The motion was seconded by Commissioner Hart; motion approved 2-0.

General Manager Screws suggested that the Board consider future adoption of a different type of wellness incentive program that is not based on sick leave usage. The GM suggested also that staff have input before providing a recommendation to the Board for consideration.

Resolution 855-19, Approving Contract Amendment with Pape and Sons, Inc.

Commissioner Way moved to approve Resolution 855-19. The motion was seconded by Commissioner Hart; motion approved 2-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Storage building: Soffits completed, currently installing water furnace. The shelving is ordered and we need to purchase floor coating. A final electrical inspection is needed.
- Fine screen replacement completed last week. The CAS aeration channels/diffuser replacement is happening this week. Secondary wet well scum pit pumps and lines are ready to order.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: BHC walk through and we are 90% complete. Building permits have been submitted to Kitsap County.
- Well 19: Bringing up to Sanitary Survey standards. Nothing new to report.
- Lidstrom Project: Road striping is all that is left.
- Ridgeline: No new updates.
- Parkwood Sewer: Manhole needs seal.
- Crew has finished flushing the lower gradient and continues to flush sewer lines.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- There are 923 customers using our online auto payment system.
- Customer Service is testing how the billing statements will look after segregating the street light fee from the water flat rate.
- November Payroll and AP is complete.
- Working on Payroll customization and familiarizing myself with the W2's the County sent out for next year.
- Checking and reconciling receivables and making sure all invoicing is up to date.
- Finance Manager Ramsdell recommends that the District hire Jill as a full time employee. She will have met all her contractual obligations with the temporary service company at the end of November.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- December 2018 Harris Rd. water main break: Nothing new to report.
- Tornado Area: There are still nine homes effected by the tornado and they are in a suspended status.
- Blueberry/Geiger Rd. lift station: No new updated information has been provided.
- Bethel Rd Potential LID: GM Screws continues to prepare information to set up an informal meeting with owners.
- Operations Manager John Tapia completed testing and has achieved his WDM 3 certificate.
- Discussion of meeting dates through February 2020, clarification and changes due to Holidays and General Manager's vacation schedule.

- Karcher Springs contractors walk through is scheduled the first week of December. The bid to be awarded January 6th, 2020.

COMMISSIONER REPORTS

Commissioner Way and Commissioner Hart attended the SAC meeting and the Risk Pool's semi-annual meeting. Both Commissioners commented the Risk Pool meeting was very interesting and informative.

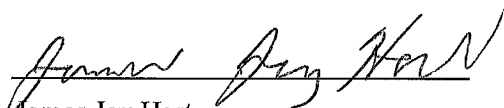
EXECUTIVE SESSION

The Board went into a 10 minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 3:38 p.m. to discuss pending litigation pursuant to WAC 42.30.110 (1)(i). Action will be taken.

The Board came out of Executive Session at 3:48 p.m. and took action. With substantially the same terms as presented to the Board, Commissioner Way moved to authorize General Manager Screws to sign the Settlement Agreement and Release for the Board. This is regarding Mr. John Mishko and the property at 1724 Lincoln Avenue SE. The motion was seconded by Commissioner Hart; motion approved 2-0.

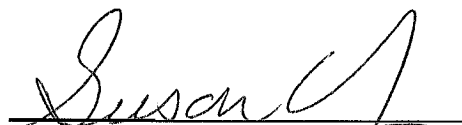
ADJOURN

Commissioner Way moved to adjourn the meeting at 3:50 p.m. The motion was seconded by Commissioner Hart; motion approved 2-0.


James Jay Hart
Chairperson

(ABSENT)

Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary