

WEST SOUND UTILITY DISTRICT
Minutes of Special Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday December 18th, 2019 at 5:00 p.m.

Chairperson: James Hart
Vice Chairperson: Jerry Lundberg
Commissioner: Susan Way

Attending: Randy Screws, General Manager
John Tapia, Operations Manager
Kevahn Steinke, Plant Foreman
Joy Ramsdell, Finance Manager
Kenneth Bagwell, Attorney
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 December 2, 2019
2. Approval of Special Board Meeting Minutes of December 3, 2019
3. Approval of Vouchers WSUD #28368 through #28424 in the amount of \$647,565.51
4. Approval of Vouchers SKWRF #15745 through #15770 in the amount of \$82,195.22
5. Approval of the December Payroll in the amount of \$171,055.71

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

BOARD DISCUSSION/ACTION

Resolution 849-19, Approving Modified Water/Sewer GFC Rates

Commissioner Way moved to approve Resolution 849-19. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 850-19, Approving Modified Water/Sewer Rates

Commissioner Way moved to approve Resolution 850-19. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 860-19, Adopting 2020 SKWRF Budget

Commissioner Way moved to approve Resolution 860-19. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 861-19, Adopting 2020 WSUD Budget

Commissioner Way moved to approve Resolution 861-19. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 862-19, Adopting 2020 Salary Schedule and Medical Benefits

Commissioner Way moved to approve Resolution 862-19. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Foreman Steinke reported:

- Plant Manager Grabill is attending a Nutrient workshop hosted by City of Tacoma.
- Storage Building: All purchases have been completed. Awaiting invoicing on pallet racks and still need final electrical inspection.
- Finishing up end of year: Trying to finish as many in house tasks as possible. Crew is cleaning up their assigned areas before rotation. There are no delinquent work orders, but we are closing out all completed ones and looking for any lingering invoices that may be out there.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: Bid moved to Friday December 20th, 11:00 a.m. The building permit cost dropped to \$4,000.
- Ridgeline: Water line tested and passed.
- Parkwood Sewer completed.
- Woods Road/Hilldale Rd Main Replacement: Received quote from Pape and Sons on road repair.
- End of year wrap up for invoicing and AP.
- Installed emergency fill station.
- Finishing up hydrant list.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- E-bill and Auto Pay accounts have increased.
- Reconciled November books.
- Processing massive amounts of invoices this month including 2 extra AP runs. Also continuing on year end tasks.
- Setting up Accounts for 2020.
- Kitsap County changed software. Payroll will run parallel testing in January. Training will begin in February and March. Payroll process will change also.
- Beginning January 2020 there will no longer be paper checks issued by the County for Payroll.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

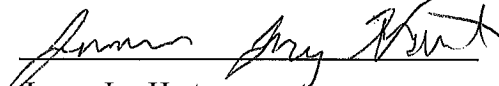
- Harris Rd main break settlement: Nothing new to report.
- 9 homes still off from December 2018 tornado.
- Blueberry/Geiger Rd: Nothing new to report.
- Our retail service area maps differ from the City of Port Orchard.
- Notification from L&I rates were lowered.
- Winter employee party was enjoyed by all.
- Woods/Hilldale Rd main break floated the road. County has looked at the road and an estimate of damage and repair is coming. General Manager's recommendation is to add this project to the 2020 Budget. The Board approved the researching of the cost of this project and it should be fully looked into so it is done correctly.

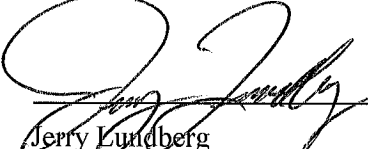
COMMISSIONER REPORTS

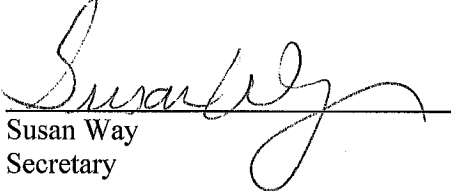
Commissioner Way and Commissioner Lundberg had nothing to report. Commissioner Hart reported he enjoyed the Winter employee party and at the next meeting is his swearing in as Commissioner.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 6:03 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary