

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 4<sup>th</sup>, 2019 at 3:00 p.m.

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Chairperson: James J. Hart  
Vice Chairperson: Jerry Lundberg (Absent)  
Commissioner: Susan Way

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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 October 22, 2019
2. Approval of Vouchers WSUD #28275 through #28307 in the amount of \$26,702.67
3. Approval of Vouchers SKWRF #15663 through #15683 in the amount of \$22,453.50

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

BOARD DISCUSSION/ACTION

Resolution 851-19, Closing of Annapolis Water District Funds

Commissioner Way moved to approve Resolution 851-19. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 852-19, WSUD Employee, Proposed Step Increase

Commissioner Hart asked to have the discussion during the Executive Session.

Resolution 853-19, City of Port Orchard Festival of Chimes and Lights

Commissioner Way moved to approve Resolution 853-19. The motion was seconded by Commissioner Hart; motion approved 2-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Prepping for multiple in-house projects for 2020 pending approval. Effluent sluice gates - 2 ordered; Secondary wet well, scum pit pumps and lines - ready to order; CAS repairs/upgrades; Blower replacement and CAS aeration channels.

#### OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: No new updates.
- Well 19: Bringing up to Sanitary Survey standards. SCADA radio being adjusted and set up differently.
- Lidstrom Project: New main is live. Paving walk through with County on Wednesday.
- Ridgeline: No new updates.
- Parkwood Sewer: Manhole installed; project complete.
- Crew is flushing the lower gradient and cleaning Powell tank.

#### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Consumption and revenue statistical updates.
- There will be a 2% increase in rates for SKWRF and a 16% rate increase for WSUD with the Risk Pool. New insurance cards are here.
- Customer Service is testing how the billing statements will look after segregating the street light fee from the water flat rate. The GL is being tested as well.
- Removal of Springbrook customized reports in AP, Payroll, and Utility Billing will be done in the test data base prior to their removal from the live data base.
- The new hires processed their first Payroll in Springbrook, worked on Tower Leasing and Fixed Assets.
- All caught up with BOA reconciliation.

#### GENERAL MANAGER'S REPORT

General Manager Screws reported:

- The Harris Rd. water main break that occurred last December 2018: Nothing new to report.
- Tornado Area: There are still nine homes effected by the tornado and they are in a suspended status or snowbird rate.
- Oregon State University has informed the District that the Department of Energy has approved the Industrial Energy Assessment.
- Completed filing with the Federal Motor Carrier Administration (FMCSA). The Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse is establishing a new data base pertaining to violations of the US DOT. The "Clearinghouse" will be implemented on January 6<sup>th</sup>, 2020. Reporting and queries will be handled by the Drug Free Business program we participate in.
- Blueberry/Geiger Rd lift station: No new updates.

- Bethel Rd Potential LID: GM Screws continues to prepare information to set up an informal meeting with owners. There are 19 properties within the current identified areas, seven informal petitions have been received which comprises 29.57 acres or 51.4% of the acreage within the proposed area.

COMMISSIONER REPORTS

Commissioner Way had nothing to report. Commissioner Hart attended the Section II meeting.

EXECUTIVE SESSION

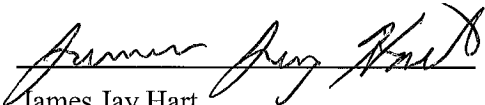
The Board went into a 15 minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 3:20 p.m. to discuss personnel performance/or pending litigation pursuant to WAC 42.30.110 (1)(i). Action will be taken. Executive Session was extended for 5 minutes 3:35-3:40 p.m. The Board returned to regular session at 3:40 p.m.

Resolution 852-19, WSUD Employee, Proposed Step increase

Commissioner Way moved to approve Resolution 852-19. The motion was seconded by Commissioner Hart; motion approved 2-0.

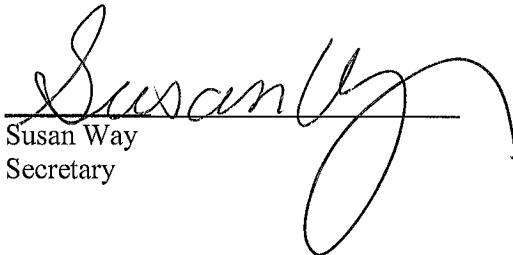
ADJOURN

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)

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Jerry Lundberg  
Vice-Chairperson

  
Susan Way  
Secretary