

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
Monday January 6th, 2020 at 3:00 p.m.

Chairperson: James 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
Kenneth Bagwell, Attorney
Deena Carpenter, Customer Service Representative

The meeting was called to order by Commissioner Hart at 3:00 p.m.

OATH OF OFFICE

1. Commissioner Lundberg led Commissioner Hart in the Oath of Office for West Sound Utility District's Board of Commissioners, Position 1.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

NONE

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of December 18, 2019
2. Approval of Vouchers WSUD #28425 through #28471 in the amount of \$70,581.18
3. Approval of Vouchers SKWRF #15771 through #15801 in the amount of \$38,387.30

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

BOARD DISCUSSION/ACTION

Resolution 863-20, Contract Award, Karcher Springs Wells 16 & 17 Site Improvements

Commissioner Way moved to approve Resolution 863-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 867-20, DEC Acceptance, Hemley, Hilldale Road

Commissioner Way moved to approve Resolution 867-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 868-20, DEC PSA for FCS Group Water/Sewer Rate Study

Commissioner Way moved to approve Resolution 868-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 869-20, Job Description Modification Utility Specialist II

Commissioner Way moved to approve Resolution 869-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 870-20, PSA Amendment BHC Consultants, LLC

Commissioner Way moved to approve Resolution 870-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Submitted final monthly DMR of 2019.
- Received test results for Priority Pollutants this morning and report will be submitted.
- Prioritizing 2020 Projects: Administration building carpet replacement, SCADA server room upgrade, fence repairs and extension. Also coatings for crew lunch room floor, the exterior and deck. CAS blower replacement, digester cleaning and awaiting delivery of secondary sluice gates and wet well pumps; both are in house projects.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: Rognlin was awarded the job with the winning bid. We will have a walk thru with the contractor on January 8th at 10:00 a.m.
- SCADA: Working with Bingamen to get radios adjusted.
- Ridgeline: No updates.
- Woods Rd Main Replacement: Received quotes from Pape and Sons.
- Crew is focusing on: Sewer TV and flushing, manhole surveys and prepping to start the upper gradient flushing.
- Reported on: Water production and rainfall statistics.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistics presented for billable consumption, new connections, online ebills and auto pay.
- Customer Service has updated the new rates into Springbrook. January and February's billing will have a message on the bills for the rate increase beginning March 1st.
- Changes to payroll and health coverage has been updated and W-2's are completed and distributed to employees.
- Training new hires for year-end adjustments.
- New pay codes set up for office and field work.

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: Due to City of Port Orchard and WSUD's water system plan maps conflicting, the project will go with Kitsap County map boundaries. It was agreed that WSUD will serve the project with both water and sewer.
- Notification from L&I that rates were lowered. Managers and personnel will begin keeping track of their office and field time.
- Woods/Hilldale Rd main break: Still waiting for estimation of repairs and cost.
- Potential Bethel Rd LID: Potential for public informational meeting to be scheduled in February.
- Well 16/17 Karcher Springs Site Improvements: The District received six bids of the project through a competitive bidding process on the project. Of the six bids, one was rejected as the submitted proposal contained too many irregularities and the contractor failed to supply information requested concerning responsibility as required within the bid document. A letter of rejection was sent to the contractor with explanation.
- Due to potential security and/or labor issues for the District, GM Screws asked to change the lobby hours for public access. GM Screws recommended the lobby hours be open from 7:45 a.m. – 3:45 p.m. The Board approved the recommendation and stated the time set for the lobby being open to the public is at the GM's discretion.

COMMISSIONER REPORTS

The Commissioners had nothing to report.

EXECUTIVE SESSION

The Board went into a 15 minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 4:45 p.m. to discuss personnel performance/or pending litigation pursuant to WAC 42.30.110 (1)(i). Action will be taken. At 5:00 p.m. Executive Session was extended for 5 minutes to 5:05 p.m. The Executive Session was again extended 5 minutes to 5:10 p.m. and extended again for 3 minutes to 5:13 p.m. The Board returned to regular session at 5:13 p.m.

Resolution 864-20, Wage Increase, WSUD Employee

Commissioner Way moved to approve Resolution 864-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 865-20, Wage Increase, WSUD Employee

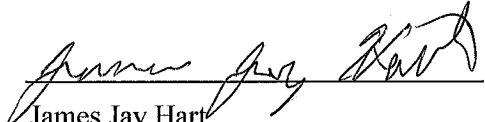
Commissioner Way moved to approve Resolution 865-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

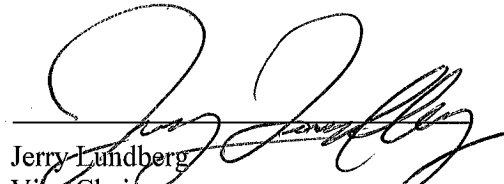
Resolution 866-20, General Manager's 2020 Salary Adjustment

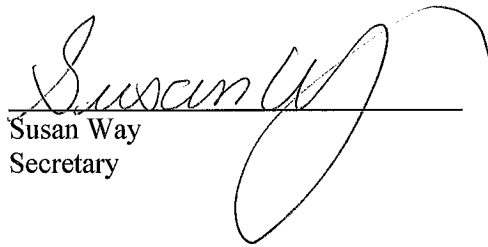
Commissioner Way moved to approve Resolution 866-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 5:23 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary



January 7, 2020

Kitsap County Auditor
Paul Andrews
614 Division Street MS-31
Port Orchard, WA 98366

RE: Oath of Office

Mr. Andrews:

Please find enclosed the completed Oath of Office for Commissioner James J. Hart for West Sound Utility District No. 1 Commissioner Position 1 for permanent retention.

If you have any questions or I can be of further assistance, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Glen R. Screws".

Glen R. Screws
General Manager

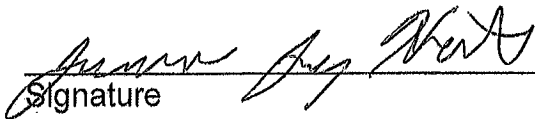
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Oath of Office

State of Washington County of Kitsap

I, James Jay Hart, do solemnly swear that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of West Sound Utility District No. 1 Commissioner Position 1; that I will support the Constitution and Laws of the United States and the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.


Signature

Subscribed and sworn to before me this JANUARY
Day of 6th 2020


Signature of official administering the oath

Commissioner
Title of official administering the oath