

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 February 5<sup>th</sup>, 2020 at 4:00 p.m.

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

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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  
Cary Ecker, Washington State Risk Management Pool Executive Director

The meeting was called to order by Commissioner Hart at 4:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

NONE

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 6, 2020.
2. Approval of Vouchers WSUD #28472 through #28549 in the amount of \$139,986.87
3. Approval of Vouchers SKWRF #15802 through #15842 in the amount of \$54,315.54
4. Approval of January Payroll in the amount of \$177,479.66

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

BOARD DISCUSSION/ACTION

Commissioner Hart introduced Cary Ecker, Washington State Risk Management Pool (WSRMP) Executive Director. Mr. Ecker came to meet the Managers and Board of Commissioners of WSUD and to thank them for their membership and support to the Risk Pool.

Resolution 871-20, Contract Award, Hokkaido Drilling, Inc. Well #17 Rehabilitation Services

Commissioner Way moved to approve Resolution 871-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 876-20, Purchase Replacement Blower SKWRF

Commissioner Way moved to approve Resolution 876-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

## PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- All end of the year reports filed.
- The heavy amount of rainfall received in January has shown the I & I WSUD flow has more than doubled.
- Prioritizing 2020 Projects: Administration building carpet replacement; awaiting one more quote. Digester cleaning; received a proposal for cleaning this year. Fence repair/replacement; documents signed and job begins in March. Received pricing for the coatings for crew lunch room floor, the exterior and deck and for the SCADA server room upgrade. CAS blower replacement; in the works. Awaiting delivery of secondary sluice gates and missing guide rails for the scum pit pump.

## OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17: The project has begun and old tank has been demolished.
- Ridgeline: No updates.
- Woods Rd Main Replacement: West Sound Engineering is working on an estimate.
- Crew is focusing on: Sewer TV and flushing, manhole surveys and the upper gradient flushing has begun.
- Watauga water tank: Preparing for the tanks to be demolished. Working with NW Metals and Salvage service.
- Reported 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.
- Finance side of Admin. was very busy in January with updates to quarterly reports, pay rates, and medical plan changes for employees. Also calculated yearly depreciation, AP and PR accrual and reversals, and booked accrued compensated absences.
- Customer Service trained to work with developers and permitting; assisting JJ while Karen is off.
- Heidi created all new files for District projects, made new folders for 2020 files and organized file room in preparation of this year's audit.
- Working on calculation pension liabilities. After final adjustments the 2019 books can be closed.
- Beginning to work on annual reports.
- Completing Census survey due this month.

## GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Harris Rd main break settlement: The home owner is ready to begin the repair.
- 7 homes still off from December 2018 tornado.
- Blueberry/Geiger Rd: Nothing new from developers to report.

- Woods/Hilldale Rd main break: Kitsap County is working with us and we are waiting for the engineering report to be completed. Asphalt repair is not as extensive as first thought.
- Potential Bethel Rd LID: Public informational meeting letter will be going out soon.
- The new 7:45 a.m.–3:45 p.m lobby hours are working out well.
- Employment for the Utility Specialist II position will be posted soon.
- Interior painting of the Admin. Building is going smoothly. The crew is doing a wonderful job.
- Discussion regarding available training for the Commissioners.

### COMMISSIONER REPORTS

Commissioner Hart reported he attended the Association meeting. Commissioners Lundberg and Way had nothing to report.

### EXECUTIVE SESSION

The Board went into a 10 minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 4:41 p.m. to discuss personnel performance/or pending litigation pursuant to WAC 42.30.110 (1)(i). Action will be taken. At 4:51 p.m. Executive Session was extended for 5 minutes to 4:56 p.m. The Executive Session was again extended 5 minutes to 5:01 p.m. and extended again for 5 minutes to 5:06 p.m. The Board returned to regular session at 5:06 p.m.

#### Resolution 872-20, Employment Agreement, Karen Vargo

The Board approved the Resolution with the condition that the content within the Employment Agreement contain language defining a one year term and would be reassessed on an annual basis. Commissioner Way moved to approve Resolution 872-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

#### Resolution 873-20, Wage Increase WSUD Employee Jerald Johnson

Commissioner Way moved to approve Resolution 873-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

#### Resolution 874-20, Wage Increase WSUD Employee John Tapia

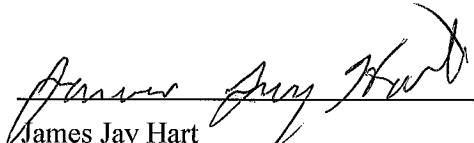
Commissioner Way moved to approve Resolution 874-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

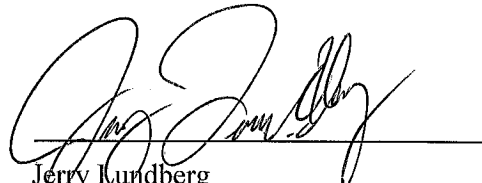
#### Resolution 875-20, Wage increase SKWRF Employee Justin Smith

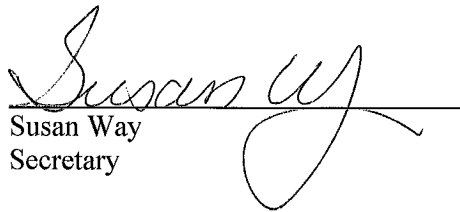
Commissioner Way moved to approve Resolution 875-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

Commissioner Way moved to adjourn the meeting at 5:13 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

  
James Jay Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chairperson

  
Susan Way  
Secretary