

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held in Office Building  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday, February 18, 2020 at 3:00 p.m.

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Chairperson: James J. 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

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 February 5, 2020
2. Approval of Vouchers WSUD #28550 through #28577 in the amount of \$56,493.39
3. Approval of Vouchers SKWRF #15843 through #15865 in the amount of \$32,746.11
4. Approval of February Payroll in the amount of \$183,068.82

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

BOARD DISCUSSION/ACTION

No Board action items addressed.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Tree trimming is being completed this week.
- Cas Aeration Blower was delivered today.
- The cleaning of one of two digesters. The City of Port Orchard Decant Facility is no longer an option for disposal of materials, so additional costs to SKWRF will be incurred. The project should remain within the defined budget.
- The fence repairs and exterior coatings will begin in March. Another project in the works is the Admin carpet replacement.
- Sluice gates that were ordered in 2019 are pending arrival.

## OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17 Booster Pump Replacement Project: Old reservoir is demolished, compaction testing for the new tank area and vaults are being installed.
- Watauga Water Tanks: NW Metal Services has quoted \$22,000 under the budgeted \$25,000. Contract is ready and will begin March 9<sup>th</sup>.
- Woods Road: West Sound Engineering just completed the Engineer's estimate and is being reviewed now. Project is almost ready to go out for bid.
- Water main flushing of the upper gradient has begun.

## FINANCE MANAGER'S REPORT

Finance Manager Ramsdell was not in attendance.

## GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Repairs have been authorized by insurance carrier for approximately \$56,000 for the Harris Road water main break claim from Dec 2018. WSUD's deductible is \$25,000.
- Job announcement for the open Utility Specialist II position has been posted. Job posting closes March 9<sup>th</sup>.
- Blueberry/Geiger Rd sub area lift station: Engineering review of the proposed lift station has been completed.
- Potential Bethel Rd LID: Informational meeting is scheduled for Tuesday March 3<sup>rd</sup> at 4:00 p.m. One elected official to attend the meeting is requested.
- Woods and Hilldale Rd: Engineering plans are complete and currently being review by staff. Once completed we will prepare and post bid documents for the project. The Engineer's estimate for the project is \$353,781.50.
- Information is being compiled to forward to FCS Group to begin the Rate Study.
- DRS will be performing an onsite Compliance Review on February 27<sup>th</sup>.
- PFA's: A letter was provided to the Board for review and adoption as the District's statement regarding PFA's.
- Admin building painting is nearing completion.

## COMMISSIONER REPORTS

The Commissioners had nothing to report.

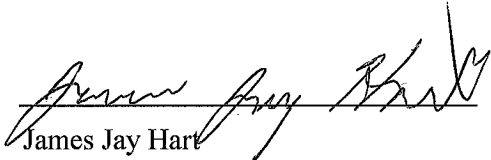
Commissioner Lundberg requested a 5 minute Executive Session.

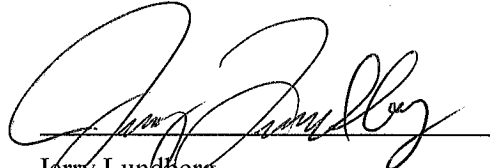
## EXECUTIVE SESSION

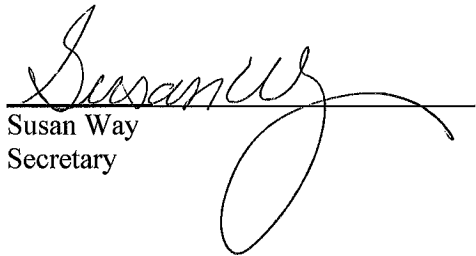
The Board went into a five minute Executive Session with General Manager Screws at 3:45 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). No action taken. The Board returned to regular session at 3:50 p.m.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:52 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.

  
James Jay Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chairperson

  
Susan Way  
Secretary