

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, March 2nd, 2020 at 4:00 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  
Joy Ramsdell, Finance Manager  
Kenneth Bagwell, Attorney  
Deena Carpenter, Customer Service Representative

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of February 18<sup>th</sup>, 2020.
2. Approval of Vouchers WSUD #28578 through #28609 in the amount of \$54,686.53
3. Approval of Vouchers SKWRF #15866 through #15887 in the amount of \$14,320.87

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

BOARD DISCUSSION/ACTION

Resolution 877-20, Approval of Contract for Demolition of Watauga Storage Tanks

Commissioner Way moved to approve Resolution 877-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Manager Grabill reported:

- Tree trimming has been completed.
- Fence repair and replacement: Documents are signed and work will begin March 19<sup>th</sup>.
- Admin Carpet Replacement: Contractor selected, documents signed and job begins April 1<sup>st</sup>.
- Digester Cleaning: All documents signed and job begins June 9<sup>th</sup>.
- Cas Blower: Blower is onsite and room is being mapped out and airline modifications being made for installation.

- Cas Aeration Upgrades: Quotes have been received and are being reviewed.
- Sluice gates: Awaiting delivery.
- Scum pit pump install: Awaiting parts.
- Exterior, deck, and lunch room floor coatings: Nothing new to report.

#### OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17 Booster Pump Replacement Project: Vault and pipe is being installed. Construction on the tank foundation begins this week.
- Woods Rd: Ready for bid process.
- Watauga Water Tanks: Waiting for demolition permit. Contract is ready and will begin March 16<sup>th</sup>.
- Ridgeline: Services are put in and thrust blocks are being poured.
- Water main flushing of the upper gradient is going well.

#### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- 2019 Statistical info: Billable consumption is down. The water is revenue up 3.6% with 68 new connections. Sewer revenue is up 5% with 75 new connections. Revenue is just keeping up with the CPI for inflation. There are now 990 auto pay customers.
- Customer Service is working with Jacob collecting customer and consumption info for the rate study.
- 2019 Books are closed and now working on the annual report. The pension section has been completed.
- DRS audit for 2018 completed with a couple of questions to be addressed.
- SKWRF annual census survey has been submitted.
- Janet is attending Customer Service Certified training from AWWA this week.
- Deena and I will be on vacation at the end of March for one week.

#### GENERAL MANAGER'S REPORT

General Manager Screws reported:

- 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 has been paid.
- Potential Bethel Rd LID: Informational meeting is scheduled for Tuesday March 3<sup>rd</sup> at 4:00 p.m. Commissioner Lundberg will attend the meeting.
- Information is being compiled to forward to FCS Group to begin the Rate Study.
- Attendance to the WASWD April Conference: Commissioners Hart and Way will attend this year.
- Conducting an audit and scheduling of the Capital Improvement Projects.

#### COMMISSIONER REPORTS

Commissioners Hart and Way attended the SAC and Section II meeting. Commissioner Lundberg had nothing to report.

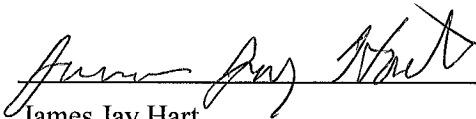
Commissioner Hart requested a 10 minute Executive Session.

EXECUTIVE SESSION

The Board went into a five minute Executive Session with General Manager Screws and Attorney Bagwell at 4:32 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). No action was taken. The Board returned to regular session at 4:42 p.m.

ADJOURN

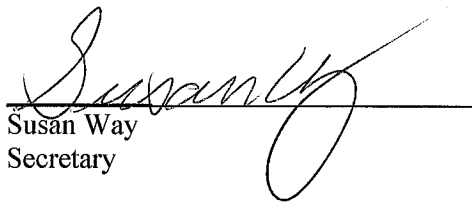
Commissioner Way moved to adjourn the meeting at 4:43 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.



James Jay Hart  
Chairperson

ABSENT

Jerry Lundberg  
Vice-Chairperson



Susan Way  
Secretary