

**SATSOP SCHOOL DISTRICT NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**

July 15, 2019

**CALL TO ORDER:**

Darlene Reynolds called the meeting to order at 7:04 P.M.

**MEMBERS PRESENT:**

Terri Carl, Darlene Reynolds, Kim Russell, Debbie Scott, Shawna Williams, and Tiffany Osgood were present. Marsha Hendrick and Jason Olsen were excused.

**APPROVAL OF MINUTES:**

A motion was made by Shawna Williams to approve the June 17, 2019 minutes. The motion was seconded by Kim Russell. Motion carried.

**AUTHORIZATION OF BILLS AND VOUCHERS:**

A motion was made by Terri Carl to approve the following vouchers. The motion was seconded by Kim Russell. Motion carried.

General Vouchers #	290346 - 290361	\$ 19,225.76
Payroll #11	2018 - 2019	\$ 32,697.31
Benefits	2018 - 2019	\$ 14,143.14

**PRESENTATIONS FROM AUDIENCE:**

- 1.

**CORRESPONDENCE:**

- 1.

**ACTIONS:**

1. Debbie Scott presented information from six engineering firms from the MRSC Roster who work with water system planning and design. The board members

studied the documents and pick the following five firms to send requests for qualifications:

- a. Northwest Water Systems, Inc.
- b. Gibbs & Olson
- c. Coho Water Resources
- d. Pacific Groundwater Group
- e. Gray and Osborne, Inc.

Shawna Williams made a motion to request Statements of Qualifications from the five engineering firms to design a new water system for Satsop School District. Shawna Williams seconded the motion.

Debbie Scott will prepare the Request for Qualifications (RFQ) with a due date of August 19, 2019. At the next regular board meeting members will evaluate the responses based on the criteria the board discussed:

- a. Qualifications of the consulting and firm. (Maximum 5 Points Available)
  - b. Past experience of the consulting firm related to designing source water approval projects. (Maximum 3 Points Available)
  - c. Past performance/references. (Maximum 2 Points Available)
2. Debbie Scott discussed the 2019-20 budget documents and the four year projection. A motion was made by Kim Russell to approve Resolution No. 190 to approve the adoption of the 2019-20 budgets for General Fund, Capital Projects, and ASB; the four year budget plan summary and the four year enrollment projection. Shawna Williams seconded the motion. Motion carried.

a. General Fund	\$968,177.00
b. Capital Projects	\$175,000.00
c. ASB Fund	\$ 14,000.00

#### REPORTS:

1. Debbie Scott reported the Satsop School District received F-196 Readiness Funds of \$19,428.57 from the state legislature to help cover costs incurred as a result of transitioning to a much more detailed F-196 as required in EHB 2242 Part IV Section 601. This is a one-time allocation and was paid to the district in the June apportionment payment. Debbie Scott has been working on the new account code structure for several months.
2. Projected enrollment for August 2019 is 58 FTE.

ADJOURNMENT:

Meeting adjourned at 7:34 p.m.

SATSOP SCHOOL DISTRICT BOARD

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Darlene Reynolds, Chairperson

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Jason Olsen

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Terri Carl, Vice Chairperson

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Kim Russell

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Shawna Williams

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Marsha Hendrick, Board Secretary