

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 16th, 2020 at 3:00 p.m.

Chairperson: James J. Hart
Vice Chairperson: Jerry Lundberg (Absent)
Commissioner: Susan Way

Attending: Randy Screws, General Manager
John Tapia, Operations Manager
Kevahn Steinke, Plant Foreman
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.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of March 2nd, 2020
2. Approval of Vouchers WSUD #28610 through #28652 in the amount of \$297,359.95
3. Approval of Vouchers SKWRF #15888 through #15910 in the amount of \$44,061.84
4. Approval of the March Payroll in the amount of \$180,105.39

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Hart; motion approved 2-0.

BOARD DISCUSSION/ACTION

Resolution 878-20, Authorizing the Purchase of a Utility Vehicle for WSUD

Commissioner Way moved to approve Resolution 878-20. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 879-20, Amending the 2020 WSUD Budget

Commissioner Way moved to approve Resolution 879-20. The motion was seconded by Commissioner Hart; motion approved 2-0.

Discussion of District Policy for Disasters and Emergencies

General Manager Screws brought up several short falls in the District's emergency and disaster policies that the Covid-19 outbreak brought to light. Some of the topics touched on: telecommuting options, GM given the authority to declare an emergency, limiting or shutting

down public access, suspend all non-essential meetings and training, suspend late fees and non-pay shut offs. General Manager Screws will work with legal counsel to address and implement proper emergency policies and ensure they are still within compliance of the law.

PLANT MANAGER'S REPORT

Plant Foreman Kevahn Steinke reported for Marty Grabill:

- Fence repair and replacement: Documents are signed and work will begin March 19th. Material to be dropped of March 17th.
- Admin Carpet Replacement: Begins April 1st. Removed tile and window trim in preparation for project.
- Digester Cleaning: All documents signed and job begins June 9th.
- Cas Blower: Blower is onsite and we are prepping installation area. Removed old concrete slab and a welder scheduled to visit this week for estimate and to survey additional welding needed.
- Cas Aeration Upgrades: Made contact with TEC for Aero-strip quotes.
- Sluice gates: Awaiting delivery.
- Scum pit pump install: All parts are in and weather is no longer a factor. We will be moving forward on installation.
- SKWRF is down one employee for approximately one month or better due to hip surgery.
- Exterior, deck, and lunch room floor coatings, SCADA server room upgrades: Nothing new to update waiting for weather to permit moving forward.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Well 16/17 Booster Pump Replacement Project: Rebar and concrete for the tank base should begin this week. Vault and pipe construction has begun.
- Woods Rd: 1274' of water main to be replaced. Project is out to bid with the bid opening scheduled for March 31st, 2020. Engineer's estimate for the job is \$354,000.
- Watauga Water Tanks: Kitsap County has the permit still under review. Contractors are waiting to proceed.
- Jackson Ave water relocate: Utility Coordination meeting with Kitsap County March 16th, 2020. County wants the project to begin mid-June and completed mid-October. Engineering of our water main will be done by West Sound Engineering.
- Water main flushing of the upper gradient is going well. Crew is working on our own smaller projects and inventory.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Past the 1,000 auto pay customer mark.
- Completing the customer data for the rate study.
- Updating risk pool asset list.
- Working on the SKWRF annual report. Statements are done and hope to be completed this month.

- County has launched a new program this month. We will have double entries for the March payroll. Training for the new program is online due to the Covid-19 outbreak.
- Admin employee's child is sick but not yet tested for Covid-19 virus.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

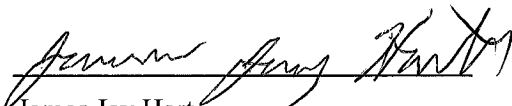
- Seven customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Blueberry/Geiger Rd sub area lift station: Representatives of the project are asking for the same consideration on connections as that they were able to work out with the City of Port Orchard. No information has been provided to the District for consideration.
- Potential Bethel Rd LID: Informational meeting was held on March 3rd at 4:00 p.m. Property owners were provided with information on the LID/ULID process and how to proceed if they desire to move forward with water and sewer utility improvements in their community.
- Majority of the information needed by the FCF Group for the rate study has been sent out.
- Commissioners are asked to bring all District electronic devices in for virus protection update.
- WASWD spring conference has been cancelled due to the Coronavirus outbreak.

COMMISSIONER REPORTS

Commissioners Hart and Way had nothing to report.

ADJOURN


Commissioner Way moved to adjourn the meeting at 4:15 p.m. The motion was seconded by Commissioner Hart; motion was approved 2-0.



 James Jay Hart
 Chairperson

ABSENT

 Jerry Lundberg
 Vice-Chairperson



 Susan Way
 Secretary

 4/6/20

