

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held via Go to Meeting
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, April 6th, 2020 at 3:00 p.m.

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

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 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of March 16th, 2020
2. Approval of Special Meeting Minutes of March 23rd, 2020
3. Approval of Vouchers WSUD #28655 through #28685 in the amount of \$76,677.55
4. Approval of Vouchers SKWRF #15911 through #15929 in the amount of \$36,663.14

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

BOARD DISCUSSION/ACTION

Attorney Bagwell advised the Board of Commissioners an Executive Session for employee action was not needed for Resolutions 881-20, Resolution 882-20 and Resolution 883-20. The emergency action Resolution 880-20 approval by the Board gave GM Screws the ability to move forward with action on the Resolutions. The Board will review resolutions and ratified at a later date. GM Screws informed the Board of actions taken on behalf of the Board per Resolution 880-20.

Resolution 881-20 Salary/Step Increase for SKWRF Employee Shane Colglazier
Approved.

Resolution 882-20 Change of Position of WSUD Employee Nicolas Morris
Approved.

Resolution 883-20 Salary/Step Increase for WSUD Employee Ian Reeber
Approved.

Resolution 884-20 Purchase of Additional Aeration Diffuser (SKWRF)

Commissioner Way moved to approve Resolution 884-20. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Fence repair and replacement: Documents are signed, and work was to begin March 19th. Postponed until further notice.
- Admin Carpet Replacement: Postponed until further notice.
- Digester Cleaning: All documents are signed, and job is still scheduled to begin June 9th.
- Cas Blower: Blower is onsite and area prep work has been completed. Awaiting the delivery of needed stainless air line fitting to be welded.
- Cas Aeration Upgrades: Contacted TEC for Aero-strip quotes and waiting for Board approval.
- Sluice gate installations: Awaiting delivery.
- Scum pit pump install: All parts are in and installation to begin soon.
- SKWRF crew is working split shifts and is down two employees due to illness and scheduled hip surgery.
- Pending Capital Projects: Exterior, deck, lunchroom floor coatings, and SCADA server room upgrades.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Karcher Project: Tank is demolished, vaults and pipe construction has begun, job is on hold with the Covid-19 outbreak, hoping to start back up next week.
- Woods Rd: Bid opening was scheduled for March 31st, 2020 but has been pushed out to April 15th at 10:00 a.m.
- Watauga Water Tanks: Kitsap County still has the permit under review. Contractors are waiting to proceed, and we are hoping to proceed next week.
- Jackson Ave. water main relocate: Kitsap County has provided no updates on this project.
- Water main flushing of the upper gradient is delayed. Crew is finishing up the inventory and they are working split shifts until further notice. Crew is focusing on mandatory tasks and emergencies only to limit exposure from outside contact.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical Information Reported: Water revenue is 10% up, sewer is 7.9% up. Some of this is due to the rate change that took effect March 1st.
- Admin is working split shifts and while on split shifts each has been asked to work on documentation of their SOP tasks.

- Customer service changes during this special period are: No shut offs or late fees and customers are being offered reasonable payment plans on an individual basis.
- Updating Risk Pool asset list continues with the help of all the Departments.
- Completed the SKWRF annual report. The WSUD Annual report will begin after all first quarter reports are completed.
- Attended online training on the County's new payroll program. The new program is going live in April.
- Testing the upgraded Springbrook in the test data base with our customizations removed.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

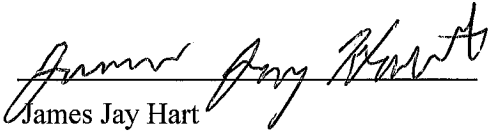
- Seven customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Blueberry/Geiger Rd sub area lift station: We are beginning to see some movement on the Geiger/Blueberry Lift Station.
- Woods/Hilldale Rd: Project is out to bid. Bid opening was to be held on March 31st but has been moved to April 15th. Engineer's estimate for the project is \$353,781.50.
- FCS rate study: Staff continues to assemble and forward information to FCS Group for the rate study.
- All WSUD staff have been issued Essential Employee letters. Additionally, we continue to work with various contractors and vendors on supplying essential need letters to ensure our current public works projects and supply chains remain available.
- Blanket vouchers were approved for payment on behalf of the Board. Documents were forwarded to the Commissioners and will be made available once we meet in person again.
- Staff has been working on obtaining priority acquisition for some PPE and supply items. Staff has been doing a great job maintaining social distancing and following protocols when entering the District Facilities.
- Within WSUD staff there have been no confirmed cases of COVID-19. However, we have one field Operations staff member that has been sick for over a week along with his family. Currently there are no others known.
- Staff is continuing to run on a split shift schedule. While on standby, staff have been assigned various tasks which includes review of current programs and procedures, development of standard operating procedures (SOP), etc. The long term goal is to update programs and procedures and begin the process of developing flow charts.


COMMISSIONER REPORTS

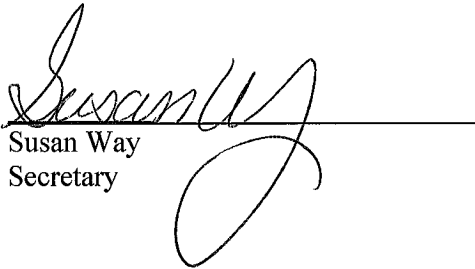
Commissioner Way, Commissioner Lundberg and Commissioner Hart each thanked the staff for the hard work and extra effort during this trying time.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:22 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

	SKWRF (928)			DISTRICT (926)					Total
Check Date:									
April 6, 2020									
Batch No.	92807	93102	Total	92507	92607	93006	93007	Total	
BVA No.	008-2020	009-2020		019-2020	020-2020	021-2020	022-2020		
JDE Batch No.	543716	543711		544056	543992	544031	544383		
Total	35,546.81	1,116.33	36,663.14	9,034.52	13,205.93	14,497.55	39,939.55	76,677.55	113,340.69
Starting Voucher No.	15912	15911		28666	28655	28683	28685		
Ending Voucher No.	15929	15911		28682	28665	28684	28685		
JE No. AP									
JE No. Blended						28653	28654	Not used per Joy	
JE No. Computer Cks									
Board Meeting Date:									
April 6, 2020									

28653 & 28654 not
used per Joy.
Jumped number due
to 93006/93007 a
payment for Pipe
Retainage was added
to the batch and so new
check numbers were needed
to include the additional
payment.