

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 20th, 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 April 6th, 2020
2. Approval of Vouchers WSUD #28686 through #28724 in the amount of \$193,448.37
3. Approval of Vouchers SKWRF #15930 through #15948 in the amount of \$77,141.63
4. Approval of April Payroll in the amount of \$183,567.47

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 885-20 Authorizing Contract Award to Pape and Sons Construction, Woods Road Water Main Replacement Project
Approved.

Resolution 886-20 Purchase of Additional Aeration Diffusers and Repeal of Resolution 884-20
Approved

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 the job is still on schedule 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 that needs to be welded.
- Cas Aeration Upgrades: Awaiting amendment on previous purchase order from the Board.
- Sluice gate installations: Awaiting delivery.
- Scum pit pump install: All parts are in and installation to begin soon.
- Pending Capital Projects: Exterior, deck, lunchroom floor coatings, and SCADA server room upgrades.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Wells 16/17 Karcher Project: Work has begun again.
- Woods Rd: Bid opening April 15th had 7 bids. Pape and Sons was the lowest bidder at \$296,701.85 less sales tax . A letter to proceed will be sent out.
- Watauga Water Tanks: Kitsap County has deemed the job as a nonessential project and cannot process the permit at this time.
- SCADA: We are working with Bingamen to get the radios adjusted.
- Jackson Ave. water main relocate: County is to have the bid out mid-May and construction to begin mid-June and done by October 2020. WSE will be doing the engineering of our plans.
- Water main flushing of the upper gradient has begun again with Nick on A shift and Ian on B shift.
- Our employee who was out sick has returned to work.
- While working on split sifts the crew is working on SOP's.
- We have put in a request for 100 cloth masks from FEMA. We should have an answer soon.
- Nathan's Glen has been purchased again and it looks like the project will begin in the near future.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- More data in reports were sent to FCS for the rate study.
- Finance provided information for the SKWRF DOE permit.
- First quarter reports have been filed; reconciling March books has begun along with the monthly reports.
- There has been some difficulty with the County and AP warrants are delayed an extra week because we are using the USPS instead of hand delivery.
- Kitsap County's new payroll training program was poorly done and support questions were not readily answered. Our need for 2 separate funds were also not considered. April's payroll was uploaded on the 14th but we are still not able to run the reports and our questions have not been answered; so we still do not know if our payroll is correctly done.

- Updating Risk Pool asset list continues for the property insurance renewal.
- Testing continues in upgraded Springbrook test data base.
- Annual Report file date for WSUD has been extended to end of June.
- SOP development continues while Admin is working split shifts.

GENERAL MANAGER’S REPORT

General Manager Screws reported:

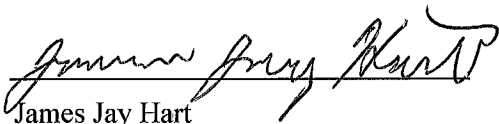
- Seven customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Blueberry/Geiger Rd sub area lift station: We are beginning to see some movement. Once the stay at home order is lifted, we will likely see more activity. There is a possible DEC review in the next 60-90 days.
- Woods/Hilldale Rd: Bid opening was to be held on March 31st and was moved to April 15th. We received seven bids for the job with the lowest bid of \$296,701.85 plus tax from Pape and Sons.
- FCS rate study: Staff continues to assemble and forward information to FCS Group.
- Blanket vouchers were approved for payment on behalf of the Board. Documents for review were forwarded to the Commissioners and will be made available once we meet in person again.
- PPE cloth masks were requested from FEMA and approval of the request should be known soon.
- Within WSUD staff there have been no confirmed cases of COVID-19 and both Ian and William have returned to work.
- Participated in a meeting with the City of Port Orchard over capacity concerns regarding nutrient discharge CAPS. Marty and I will be providing further information at the SAC Meeting.
- Our new hire will begin work on May 1st.

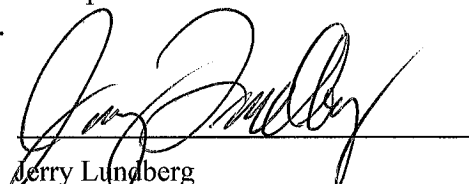
COMMISSIONER REPORTS

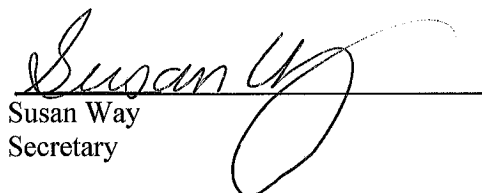
The Commissioners reported having some difficulty with their emails but it has since been resolved.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:30 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

