

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, May 4th, 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 20th, 2020
2. Approval of Vouchers WSUD #28725 through #28750 in the amount of \$28,507.23
3. Approval of Vouchers SKWRF #15949 through #15968 in the amount of \$31,177.81

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Hart; motion approved 2-0. Due to technical issues Commissioner Lundberg was not able to be heard after initial check in.

BOARD DISCUSSION/ACTION

Discussion of Jubilee Community Garden Letters

Jubilee Community Garden is requesting the Board's consideration of a GFC exemption for a water service for their non-profit community garden. Attorney Bagwell cautioned the District on going down the path of exempting GFCs because of the legality in no gifting of public funds. The Board of Commissioners agreed. GM Screws suggested he could work with them to find an economical solution. The Board gave their approval.

Discussion of Blueberry/Geiger Rd Lift Station

As previously discussed, the District had agreed that upsizing the lift station is beneficial to the District and to participate in the cost of the upsizing. The contractor is asking if the District is willing to consider a pro rata participation in the project and consider an offset to the cost of the sewer connection fees. The project is making progress and moving forward. GM Screws suggested the Board have the developers explain the scope of the request so the Board can have a clear picture of what is being asked.

Resolution 887-20 Retrospective Rating Program Agreement Approved

Resolution 888-20 Hiring of Utility Specialist II Kyle Galpin Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Digester Cleaning: All documents are signed, and the job is still on schedule to begin June 9th. Crew began emptying south digester for cleaning that is causing extra solid hauls.
- Admin Carpet Replacement: New tentative date is May 18th.
- Fence repair and replacement: The job has started back up today with social distancing.
- Sluice gate installations: Gates have been delivered. We are awaiting adequate staffing for installation.
- Scum pit pump install: All parts are in and we are waiting for adequate staffing for installation.
- Cas Aeration Upgrades: Aero-strips order has been placed.
- Cas Blower: Area prep work has been completed, air fittings arrived and scheduling of welding is next.
- 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: The tank build has begun and moving along quickly.
- Woods Rd: Pape and Sons was awarded the bid and the project will begin this month and be completed by June 30th.
- Watauga Water Tanks: Kitsap County is holding the permit until project is deemed essential or shelter in place order is lifted.
- Water main flushing is completed.
- Each employee received from FEMA 2 cloth face masks.
- Residential construction projects are starting back up.
- Water production is down from 2019.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical information: April billable consumption was down from last year. Water revenue was down 6% and sewer down 3.5%. Auto pay has 1,022 accounts and 30 accounts were final billed. There were no new GFC connections due to the COVID-19 shut down.
- Customer Service is working on the yearly SKWRF ERU report.
- Budget Billing has a total of 4 accounts in this billing cycle. Because of the many options the District now offers for payments the customers can manage their own monthly billing payments. Debbie is finalizing the eliminating of this special monthly billing cycle.
- The annual risk pool assets update has been completed.
- First quarter reports for L&I, ESD and IRS were filed. By having the new code for the crew working from home or out in the field the District saved over \$3,000 in L&I fees.
- Payroll for April was successfully processed on time. It was very challenging since it was the first payroll in the County's new system along with some additional procedural changes. Special thanks to Jill and Janet for their hard work.
- Completed the SKWRF annual report and will begin the District's after catching up on other needed tasks.
- State Auditor did not extend due date for reports. They stated just get them in as soon as possible.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

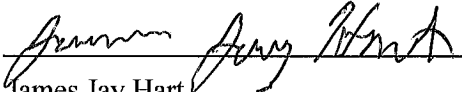
- Sisson Claim on Harris Rd: Repairs have been authorized by insurance carrier for approximately 56K. WSUD has a 25K deductible. No updates.
- Six customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Blanket vouchers were approved for payment on behalf of the Board. Documents were forwarded to the Commissioners and will be made available once we meet in person again.
- The District's annual Consumer Confidence Report has been completed and sent to print.
- State of Washington has extended the Stay Home-Stay Safe order through May 31st. We will have at least one more public meeting via teleconference.
- FCS rate study: Staff continues to assemble and forward information to FCS Group.
- Split Shifts continue. The managers will be working on protocol plans to get the crews back up and running while ensuring compliance with guidance issued by OSHA and Labor and Industries.


COMMISSIONER REPORTS

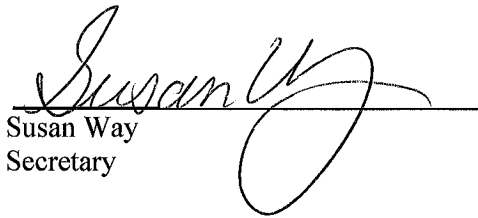
Commissioner Way had nothing to report. Commissioner Hart voiced his concern regarding the effect the Stay Home-Stay Safe order was having on our commercial sewer accounts.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:47 p.m. The motion was seconded by Commissioner Hart; motion was approved 2-0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary

