

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 18<sup>th</sup>, 2020 at 3:00 p.m.

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

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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 May 4, 2020.
2. Approval of Vouchers WSUD #28751 through #28784 in the amount of \$450,400.40
3. Approval of Vouchers SKWRF #15969 through #15988 in the amount of \$20,658.60
4. Approval of May Payroll in the amount of \$180,982.86

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 889-20 Billing and Collection Policies Related to Covid-19

Approved

Resolution 890-20 Temporary Policy Modification, Vacation Leave, Covid-19

Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Waste Management, Patrick Madej, notified me they have a scheduled discharge of leachate starting the week of 6/8/2020 for approximately 2 weeks. Total volume will be less than one million gallons. This is the annual leachate discharge.

- Digester Cleaning: All documents are signed, and the job is still on schedule to begin June 9<sup>th</sup>. Crew has been able to get the level down and will begin filling it with water this week to remove gases.
- Admin Carpet Replacement: Job began today.
- Fence repair and replacement: The job is ongoing.
- 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: Welder will pick up fittings this week and begin prefabricating lines next week for blower.
- 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 is built and painting has begun.
- Well 16 rehab proposed start date is around June 1<sup>st</sup>, 2020.
- Woods Rd: Pape and Sons was awarded the bid. Material is being brought in May 26<sup>th</sup>, and completed by June 30<sup>th</sup>. Customers in the area were notified last week.
- Watauga Water Tanks: County is still holding the permit until project is deemed essential. No new updates.
- Jackson Water Main Relocate: County's project is open for bid and we are working around their schedule.
- Residential construction projects are starting back up.
- Crew is working on day to day operations. Erik has been working on finding a newer dump truck for us. He has found a couple of really nice ones under our budgeted amount.

### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- All Budget Billing accounts have been moved into regular billing cycles thus eliminating an extra billing cycle.
- Statistical information: Shut off reports for April show that there would have been 64 residential accounts and 3 commercial accounts eligible for shut off. This is without late letters or door tag notices.
- Admin is working under a staff shortage. Karen has been off since May 6<sup>th</sup> and Heidi will be having her eye surgery and out for 10 days. My recommendation is to hire an extra staff for training among the Departments.
- There are errors in April's payroll for tax withholdings, FICA and Medicare. I reported errors to the County and the new systems has had some set up issues. Until the County replies this is holding us up in reconciling April's books.
- We are continuing to work on the District's annual report. I am reviewing GM Screws comments on the Plant's report and all should be filed by the deadline of May 31<sup>st</sup>.

GENERAL MANAGER'S REPORT

General Manager Screws reported:


- Sisson Claim on Harris Rd: Repairs are nearing completion and WSRMP anticipates closing out the claim soon. WSUD has a 25K deductible.
- 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 are able to meet in person again.
- Jackson water main relocation: The bid opening for this job is 1:00 p.m. May 27<sup>th</sup>. A meeting is needed for approval of the bid winner as the County needs all paperwork completed by the 3<sup>rd</sup> week in June. The Board of Commissioners agreed to hold a special meeting via teleconference to be scheduled on Thursday May 28<sup>th</sup> at 10:00 a.m.
- The District's annual Consumer Confidence Report has been completed and will be on the website and in the May/June billing.
- State of Washington has extended the Stay Home-Stay Safe order through May 31<sup>st</sup>. 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.
- Councilman Clossen has recommended that the June 17<sup>th</sup> SAC meeting be conducted via teleconference.
- The dump truck the District is looking at is smaller and will augment the vehicle we already have.

COMMISSIONER REPORTS

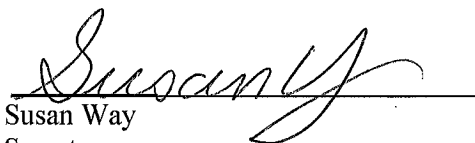
Commissioner Way and Hart had nothing to report

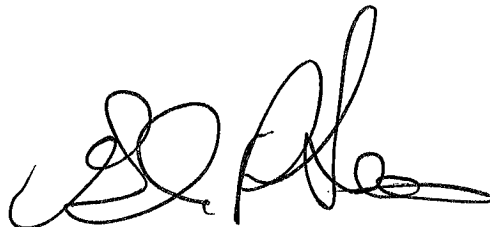
ADJOURN

Commissioner Way moved to adjourn the meeting at 3:25 p.m. The motion was seconded by Commissioner Hart; motion was approved 2-0.

  
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 James Jay Hart  
 Chairperson

ABSENT  
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 Jerry Lundberg  
 Vice-Chairperson

  
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 Susan Way  
 Secretary

  
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