

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held via Zoom Meeting  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday, June 15<sup>th</sup> 2020 at 3:00 p.m.

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Chairperson: James J. Hart  
Vice Chairperson: Jerry Lundberg  
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 18, 2020.
2. Approval of Special Board Meeting Minutes of May 28, 2020.
3. Approval of Vouchers WSUD #28785 through #28847 in the amount of \$684,384.82
4. Approval of Vouchers SKWRF #15989 through #16018 in the amount of \$65,975.31
5. Approval of June Payroll in the Amount of \$181,899.81

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

BOARD DISCUSSION/ACTION

Resolution 892-20 Revision to Sick Leave Policy  
First Reading and discussion

Resolution 893-20 Purchase of Dump Trucks for Water and Sewer Operation  
Approved

Resolution 894-20 DEC Richmond American Homes of Washington Sewer Lift Station  
Approved

## Resolution 895-20 Fencing for Karcher Springs Wells 16 & 17 Site Improvements

Approved

### PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Digester Cleaning: Cleaning has been completed in house. Digester will be put back in service this week.
- Admin Carpet Replacement for Admin building: Job is completed and we are awaiting the invoice.
- Fence repair and replacement: Completed and final invoice sent up for processing.
- Cas Aeration Upgrades: Aero-strips order has been placed.
- Cas Blower: Welder picked up fittings to prefabricating lines at his shop and will be on site Tuesday, tomorrow, for on-site work.
- Sluice gate installations: Gates have been delivered. We will begin installation after completion of Digester cleaning and CAS Blower installation.
- CIP Exterior Coating: We have begun contacting and scheduling site visits for contractors to bid on the project. We have received one bid so far.
- Scum pit pump install: All parts are in and in line for completion this year.
- Deck Coatings: Current deck coatings are in good condition aside from some seams and expansion joints where the coating is cracking. We do have some product on site and will purchase the remaining needed coatings once the weather dries and we can fully assess the cracks.
- Pending Capital Projects: Lunchroom floor coatings, and SCADA server room upgrades.

### OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Karcher Project: Project is waiting for Pump Tech to deliver the pump skid and building.
- Well 16 rehab has begun.
- Woods Rd: Pape and Sons has begun the project. Another spot in the line was discovered to be in a position to have another main break.
- Watauga Water Tanks: Kitsap County has approved and issued our permit. NW Metals will start and complete the project by the end of June.
- Jackson Water Main Relocate: The project has been completed.
- Crew is working on hydrant surveys for data collection. The crew has also started an offset schedule beginning today with an hour difference between when the two shifts work.

### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical information: May billable water consumption is up 3.9% over May 2019. Water revenue sales are up 6.7% and sewer revenue sales are up 1.8%. Over 1427 accounts are using the online payment system including 1037 auto pay customers.
- All budget billing accounts were merged to a regular residential billing cycle.

- The County's new payroll program has some code issues. The code issues caused withholding errors in the April and May payroll but they should be fixed in June. The FICA and Medicare problems were fixed. We will be reconciling these items to make sure 2<sup>nd</sup> Quarter IRS filing is correct and will not affect our employees W2's this year.
- The District's and Plant's annual reports were filed in May.
- The Temp Agency has been contacted and we are asking for potential candidates for a part time position with the District.
- Kitsap County will go to Phase 3 this Friday, June 19<sup>th</sup>. The rearranging of staffs' workstations is necessary and Admin will be back to normal Monday-Friday work days.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

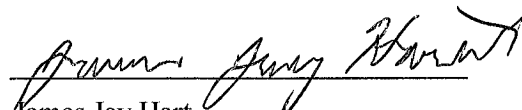
- Sisson Claim on Harris Rd: Repairs are completed. We are waiting for invoicing from the Risk Pool for WSUD's deductible.
- Six customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Data and information continues to be forwarded FCS for the rate study.
- 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.
- On Wednesday, June 17<sup>th</sup> at 6:30 p.m. there is a SAC meeting via Zoom.
- Discussion as to when to open the Lobby again for the public. Social distancing signage is up and waiting for the Plexiglass partition. Commissioners agreed to what is best for the District and in keeping the employees safe.
- Reminder June 25<sup>th</sup> at 7:00 p.m. Section II meeting via Zoom.

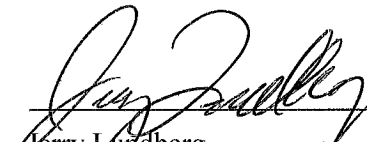
COMMISSIONER REPORTS

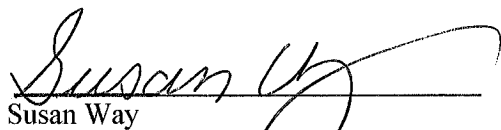
Commissioner Way and Hart had nothing to report. Commissioner Lundberg stated he liked using Zoom over the what was used previously for the teleconferencing.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:46 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.

  
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 James Jay Hart  
 Chairperson

  
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 Jerry Lundberg  
 Vice-Chairperson

  
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 Susan Way  
 Secretary

  
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