

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, July 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
Kevahn Steinke, Maintenance Supervisor
Joy Ramsdell, Finance Manager
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 June 15, 2020.
2. Approval of Vouchers WSUD #28848 through #28893 in the amount of \$69,494.16
3. Approval of Vouchers SKWRF #16019 through #16037 in the amount of \$951,333.27

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 892-20 Revision to Sick Leave Policy
Approved

Resolution 896-20 DEC Acceptance, M&P Builders, LLC. Harris Road SE
Approved

Resolution 897-20 Wage Step Increase WSUD Employee Janet Essig
Approved

Resolution 898-20 Wage Step Increase SKWRF Employee William Olin
Approved

Resolution 899-20 Wage Step Increase, WSUD Employee Michael Ridgeway
Approved

PLANT MANAGER'S REPORT

Maintenance Supervisor Kevahn Steinke reported:

- Cas Blower: Welder completed final weld June 30th. The next step is electrical, scheduled to begin July 20th.
- Cas Aeration Upgrades: Aero-strips scheduled for a July delivery.
- CIP Exterior Coating: We have begun contacting and scheduling site visits for contractors to bid on the project. To date we have had 3 site visits and received one bid.
- Deck Coatings: Contacted Steve Swims from Pecora. He agreed to try a new HP industrial coating on our loading dock for free labor as training. We only pay for coating materials. Deck coating date is set for July 21st.
- Carpet replacement in Admin Building: Replacing of the carpets was completed and final invoice was sent up for payment.
- Sluice gate installations: South Sluice gates are inside contact channel. Purchase order to Golden Harvest for North Sluice gates has been submitted.
- Digester Cleaning: Cleaning was completed in house on June 8th and is now back on line.
- Fence repair and replacement: Completed and final invoice sent up for processing.
- Scum pit pump install: All parts are in and on track for completion in 2020.
- 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. Fence and gates are up. Well 16 rehab has begun.
- Woods Rd: Final walk thru with Kitsap County and the Contractor is scheduled for tomorrow July 7th. The project went smooth.
- Watauga Water Tanks: The salvage company began last Thursday, July 2nd, and the project should be completed soon.
- Jackson Water Main Relocate: The project has been completed.
- Crew: The crew is working on hydrant surveys for data collection. Full crew is back with social distancing practices in effect. They are working on repairs to the roof of well 20 and had a paving company come in and complete ROW patches.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical information: June billable water consumption is down comparing with June 2019. The sewer revenue is the same as June 2019. Over 1290 accounts are using the online payment system in June including 1046 auto pay customers. There were 51 accounts that were final billed.
- Debbie and Deena have completed the sewer ERU reporting that contributes to SKWRF's 2021 budget preparation.
- With Karen's absence we are behind on developers' inquiries but Debbie did a great job in taking over some of the permitting tasks in her absence. Beginning in July, Janet will spend two days a week on training to be the 2nd designated person for permit processing.

- The problem that was causing tax errors in the April and May payrolls were figured out. The County fixed the glitch in the June payroll. Our reconciliation of the total 2nd quarter tax withholding, FICA and Medicare will help to check if the fix was done correctly.
- We are gradually adapting to the new payroll program and procedures. Janet has provided us with a SOP for the process to use in training.
- Because of the payroll issues we have been behind in our books since April. April/May reports have been completed and we are now all caught up.
- This month we will file second quarter reports with L&I, ESD and IRS.
- The Temp Agency sent us five candidates to interview for employment. None of the candidates interviewed would be a good fit so an ad was posted on the hiring page of Craigslist and on our website for the part time position.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

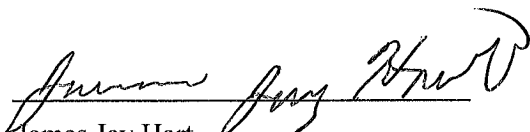
- Reminded the Board of Commissioners there will be no Executive Session.
- Six customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Data and information continues to be forwarded FCS for the rate study.
- Blanket vouchers were 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.
- PEBB rates increased. The new rates take effect in July's payroll.

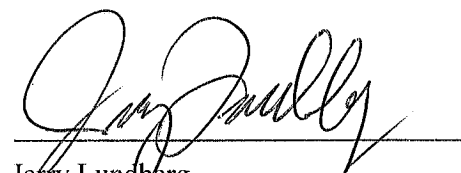
COMMISSIONER REPORTS

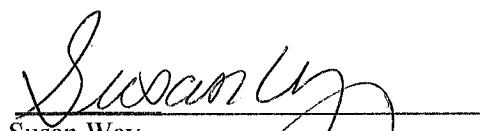
Commissioner Way and Lundberg had nothing to report. Commissioner Hart asked to see how our District compares to other districts in a monthly sewer cost comparison. GM Screws will get him the information.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:55 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

