

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 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
Deena Carpenter, Customer Service Representative

Steve Sego, Levi Holms and Holly Blinn from JWJ Group

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 July 6, 2020.
2. Approval of Vouchers WSUD #28894 through #28935 in the amount of \$840,730.73
3. Approval of Vouchers SKWRF #16038 through #16061 in the amount of \$42,603.92
4. Approval of July Payroll in the amount of \$180,609.40

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

BOARD DISCUSSION/ACTION

Geiger/Blueberry Lift Station Discussion with Developer Representatives

Representatives for the two property owners who would be developing/constructing the Geiger/Blueberry Sub Area Lift Station approached the Board of Commissioners to discuss District participation in cost sharing for construction. Discussions included property owners efforts and investments related to the joint project and their perspective on equitable share on additional benefitted properties. The Board of Commissioners exercised their option to take time to consider all information presented and elected to set a Special Meeting to allow further discussion and to consider the extent of the District's cost sharing participation.

Resolution 900-20 Contract Award, SKWRF Minor Services Contract Sabelhaus West
Approved

Employee Acknowledgement Correspondence

Board of Commissioners were informed of four written acknowledgements and calls commending the work of WSUD staff. The Board of Commissioners requested GM Screws to convey their appreciation for the staffs' continuous efforts, outstanding work performed and how the staff represents the District well.

Sewer Cost Comparison

GM Screws presented to the Board a comparison of thirteen different districts for residential sewer service. The comparison showed a wide range of rates with WSUD as one of the lowest.

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Cas Blower: Aside from welding all aspects of this install was completed in house. Welding and electrical is completed and contracted start up is scheduled with Atlas Copco for tomorrow, July 21st. The project is expected to come in \$25,000 to \$30,000 under budget.
- Cas Aeration Upgrades: Aero-strips scheduled for a July delivery.
- CIP Exterior Coating: We selected a Contractor for the project and are awaiting Board approval. The job is looking to begin and end in mid-August.
- Deck Coatings: Majority of deck coating is still in good condition aside from surface cracks. I contacted Pecora, the original contractor for the initial coatings. 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. Big gains on this project. Purchase order to Golden Harvest for North Sluice gates has been submitted.
- Scum pit pump install: All parts are in and on track for completion in 2020. Currently there is a staffing issue.
- Pending Capital Projects: Lunchroom floor coatings, and SCADA server room upgrades.
- Staffing shortage due to medical leave and accrued leave. We have budgeted for temp help in the 2020 budget. We are going to contact the temp agency for some assistance when needed.
- Leachate numbers are in without driver logs. Total discharge number was 846,000 gallons. It is unknown if there will be another discharge this year or not.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Karcher Project: Project is waiting for Pump Tech to deliver the building. Well 17 rehab is completed.

- Woods Rd: The paving stripes are being done this week.
- Watauga Water Tanks: Working on site clean-up and the project will be complete.
- Jackson Water Main Relocate: The project has been completed.
- Crew: The crew is working on the hydrant surveys for data collection, repairs to the roof of Well 20 and getting bids for striping the parking lot. The newly purchased dump trucks should be here in the next couple of weeks.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Because of Covid-19 the District has held off on shutting off delinquent accounts. Debbie ran the shut off reports and as of July 17th 209 accounts are eligible for shut off with \$65k in a 120 day past due status. This balance is down \$6500 from last billing showing our customers are making an attempt to get caught up.
- Deena completed the annual consumption data report for eight of Kitsap County's accounts.
- Staff is reviewing SOP projects.
- Karen has begun permit process training with Janet.
- The 2nd Quarter report were filed.
- We have received 15 applications for the part time Customer Service position. We will interview 4 candidates next Monday.
- Preparing the 2021 Department budget schedules.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

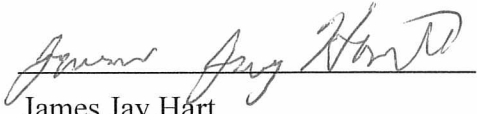
- Five customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Data and information continues to be forwarded FCS for the rate study.
- Blanket vouchers were approved for payment on behalf of the Board. Documents were forwarded to the Commissioners and will be made available once we are able to meet in person again.
- Board meeting dates for rescheduling: August 17 special meeting moved to August 10th at 3:00. Sept 7th regular meeting moved to Tuesday Sept 8th at 5:00 p.m. Venue is pending.

COMMISSIONER REPORTS

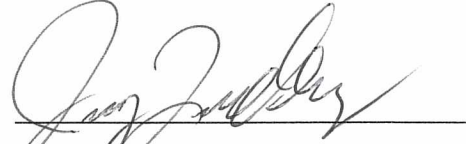
Commissioner Way reported she will not be in attendance at the September 21st meeting. Commissioner Lundberg asked for update on the Lutheran Church garden. GM Screws reported the hydrant meter was removed and the hydrant is functional for use. Commissioner Lundberg asked if we have a minimum size requirement for non-gravity systems and GM Screws reported not at this time. Commissioner Hart acknowledge SKWRF is doing a great job even with staff shortage and again congratulated those who received letters of appreciation from our customers.

ADJOURN

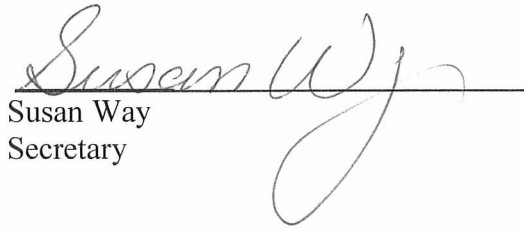
Commissioner Way moved to adjourn the meeting at 4:35 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.



James Jay Hart
Chairperson



Jerry Lundberg
Vice-Chairperson



Susan Way
Secretary

