

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, September 8th, 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
Ken 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 August 17, 2020
2. Approval of Special Meeting Minutes of August 20, 2020
3. Approval of Vouchers WSUD #29006 through #29059 in the amount of \$88,705.82
4. Approval of Vouchers SKWRF #16107 through #16129 in the amount of \$39,567.50

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

BOARD DISCUSSION/ACTION

Discussion, Water Main Extension Mile Hill

A property owner on Mile Hill inquired about water service to a parcel. It was discovered that the property that fronts the requesting parcel did not have the main extended the full length of their property. If the requesting property does develop, the District will have to extend the water main approximately 400 feet. GM Screws stated there are many properties in our District that are under similar circumstances and it is very important that they be extended the full length of the property.

Discussion, Salmonberry Well Field Use by Eco-Friendly Little Airplane Society

GM Screws reported his findings from both Department of Health (DOH) and the Water and Sewer Risk Management Pool (Risk Pool) regarding regulations, requirements or restrictions to opening our well site to the public. Although there are no RCW's or Washington State codes to restrict the public's use both advised against it citing liabilities and the need to ensure wellhead protection. If the District did decide to allow access, DOH recommended that additional fencing should be placed around the well heads. The Commissioners concurred with the Agencies and requested that the GM contact Mr. Rutan with the findings and the District's decision not to make the site open to the public.

Discussion, High Angle Rescue Training, South Kitsap Fire and Rescue (SKF&R)

South Kitsap Fire and Rescue contacted the District to obtain permission to train for high rescue maneuvers off of the Fircrest Tank site. The Risk Pool advised there is a need for a legal hold harmless agreement and liability insurance between the two entities. The Commissioners agreed to allow SKF&R to access and train as there could come a time one of our employees may benefit from that training. GM Screws will contact SKF&R to begin the process and Attorney Bagwell will draft up an indemnification provision agreement for the property.

Discussion, WASWD Virtual Fall Conference and Trade Show

Due to COVID-19 the conference this year will be held virtually. Commissioner Hart and GM Screws will be attending.

Resolution 906-20, Authorizing PSA with HDR Engineering, Inc. Powell Booster Pump Station
Approved

Resolution 907-20, Approval of Salary Step Increase SKWRF Operation Manager Marty Grabill
Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Cas Aeration Upgrades: Aero-strips order placed April 16, 2020 and Aero-strips shipped July 27th. Awaiting delivery.
- CIP Exterior Coating: The job is near completion this week.
- Deck Coatings: Coating is in progress. Loading dock is completed and cracks and seams touch-up is next.
- Scum Pit Pump Installation: Project is ongoing.
- Pending Capital Projects: Lunchroom floor coatings, and SCADA server room upgrades.
- 2019 Outstanding Performance Award: SKWRF was the recipient of the award through the Department of Ecology for maintaining permit limits throughout the 2019 year.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Karcher Project: The pump station scheduled for delivery September 9th. Startup scheduled for September 21st.
- Woods Road: The project is officially closed.

- Pipe Liner: Receiving quotes for two different projects.
- Crew: The crew is working on the hydrant surveys for data collection, pressure washing of the tanks this week. Well 20 building has been completed. Parking lot striping bid to come in soon and both dump trucks have been delivered.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical Information: Billed consumption is down 4.5% compared to August 2019. August billed revenue increased from August 2019. Sewer is up 4% with 7 new connections and water revenue increased 2.6% with 11 new connections. Our online payment option is very active with 1,428 payments being made through our online process and there were 48 final billed accounts.
- We received the Association Retro refund totaling \$9,249. This refund covers 79% of the 2020 dues.
- We welcomed our new employee Amber Brooks. She began training with Debbie and Deena on September 1st.
- Submitted the annual filing with MSRB.
- We are implementing a new way to book payroll in Springbrook. If the testing is successful we will save money and be more efficient by removing the PR module.
- The stamp machine lease is going to be terminated. This is the last of our leased equipment. We are trying an online program and looking at other options.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

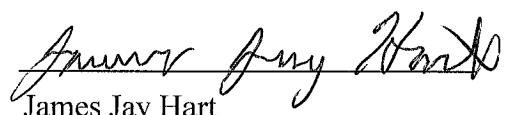
- Five customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Staff continues working with FCS Group for the Rate Study.
- Blanket vouchers were approved for payment on behalf of the Board. Documents were forwarded to the Commissioners and will be made available once we are able to meet in person again.
- Working on transferring the water rights for Watauga.
- The District is still operating in Phase II.
- The September SAC meeting will be conducted via Zoom.

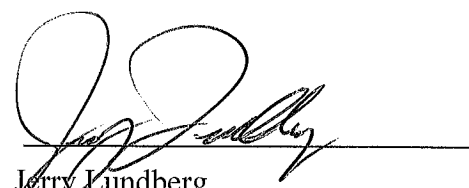
COMMISSIONER REPORTS

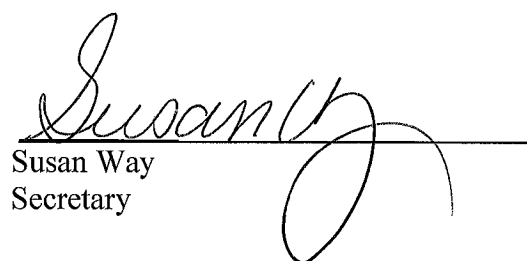
Commissioner Way, Commissioner Lundberg had nothing to report. Commissioner Hart inquired on how the two employees out on sick leave are doing. It was reported one is back to work with light duty and the other is still out.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:53 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



