

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, August 3rd, 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 3:05 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of July 20, 2020
2. Approval of Special Meeting Minutes of July 27, 2020
3. Approval of Vouchers WSUD #28936 through #28963 in the amount of \$55,823.03
4. Approval of Vouchers SKWRF #16062 through #16086 in the amount of \$16,876.87

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 901-20 Hiring of Temporary Employee, Amber Brooks, WSUD Administration Support

Approved

Geiger/Blueberry Lift Station Discussion with Developer Representatives

The property owner's consultant proposed a counter offer. After review and consideration of the proposal by the District, they are requesting that the District ensure at a minimum, that the current GFC credit be applied to the 154 identified lots on the five identified parcels. Also they had inquired about the costs incurred to include participation by the three parties. I informed them that direct costs attributed to the lift station would need to be identified; and should include

design, construction, development/planning, contract administration, project management, engineering, installation, restoration, etc. Additionally, other costs directly related to the project beyond what normally would have been incurred if not a shared project.

GM Screws recommendations to the Board of Commissioners are:

1. The District apply credit for each General Facilities Charges (GFC) at \$4,254.00 on the 154 lots within the five (5) subject parcels for a value of \$655,116.00 and that such credit shall be considered as payment in full for a period through the end of the year 2029.
2. The property owners shall have the option to prepay Treatment Capital Costs (TCC) for unconnected lots on the subject parcels whereby the District will place such lots where TCC has been paid in a "Ready to Serve" status at a monthly rate per the District Schedule of Fees and Charges. (existing procedure)

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Cas Blower Replacement: Installation and startup have been completed. Awaiting the Electrical inspection. The project is expecting to come in \$25,000 under budget
- Cas Aeration Upgrades: Aero-strips order has been placed.
- CIP Exterior Coating: The job is looking to begin August 15th.
- Deck Coatings: Coating is in progress. Loading dock is completed and cracks and seams touch-up is next.
- Sluice gate installations: Installation of one gate has been completed. The installation of the second gate is in progress.
- Scum Pit Pump installation: All parts are now in and scheduled for completion in 2020.
- Pending Capital Projects: Lunchroom floor coatings, and SCADA server room upgrades.
- Our temporary hire help is here and doing a great job.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Karcher Project: Building is approved and constructed off site. Well 17 rehab is completed.
- Watauga Water Tanks: Project has been completed and County inspection approval last Friday. Permit is closed.
- Crew: The crew is working on the hydrant surveys for data collection, sewer work catch up, Well 20 new roof completed and getting bids for striping the parking lot. The newly purchased dump trucks delivery is out another couple of weeks.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical information: Billed consumption is down compared to July 2019. July sewer revenue is the same as July 2019. There are 15 new sewer connections and 16 new water

connections. 1,352 customers paid their bill via our online services and there were 39 accounts that had ownership changes.

- Debbie conducted an audit of the ACH customer agreements. Most accounts are long time users. She will introduce Civic Pay options to these customers.
- Janet continues her training with Karen on permitting procedures.
- A Risk Pool appraiser was onsite last Wednesday. He will give an appraisal of the District's assets.
- For the temporary part-time Customer Service position we received 15 applications. Eight candidates were interviewed including four from the employment agent. Our selection from the process was Ms. Amber Brooks. She will start September 1st.
- Municipal Securities Rulemaking Board annual filing is due at the end of August.
- Working with the County has been very difficult. There were many errors found as we were reconciling June's books. We found a withdrawal of funds from our account for another district. Our Payroll direct deposit didn't match with the report and setting up a new vendor has taken over two weeks. Communication is extremely slow, emails are not answered and we have not been given access to the County secure sites. This seriously impacts our operations and efficiency. The District might consider being our own treasurer in the future.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

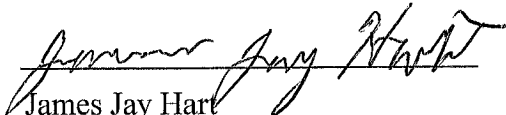
- Reminded the Board of Commissioners of next Monday, August 10th at 1:00 p.m. Special meeting to discuss SKWRF, Water and Sewer Capital Projects along with the discussion regarding modification of utility rates, charges and fees.
- Staff continues working with FCS Group for the Rate Study.
- Congratulations to Joy Ramsdell who has been elected to fill a vacant Trustee position on the HR-VEBA Board.
- Five 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.
- Legislative Leadership has agreed to Governor Inslee's request to extend the emergency proclamations relating to Open Public Meetings Act and the moratorium on utility shut-offs/late fee until October 15th.

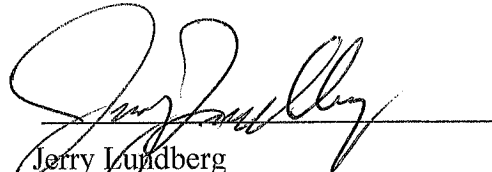
COMMISSIONER REPORTS

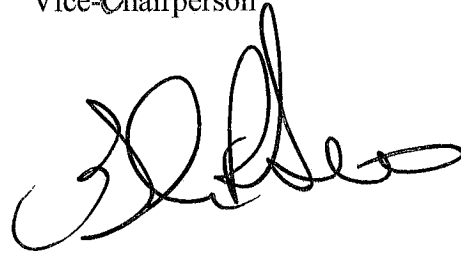
Commissioner Way and Commissioner Lundberg had nothing to report. Commissioner Hart inquired what will be done with the property now that the Watauga water tanks are gone and who is filling in for JJ Johnson while he is out? General Manager Screws will research the Watauga property and informed the Board that Brian Smalley is filling in for JJ.

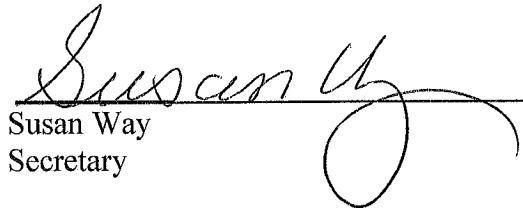
ADJOURN

Commissioner Way moved to adjourn the meeting at 4:27 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

