

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, October 5th, 2020 at 3:00 p.m.

Chairperson: James J. Hart
Vice Chairperson: Jerry Lundberg
Commissioner: Susan Way (Absent)

Attending: Randy Screws, General Manager
Brian Smalley, Utility Specialist III
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 3:01 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of September 21, 2020.
2. Approval of Vouchers WSUD #29060 through #29094 in the amount of \$311,614.62
3. Approval of Vouchers SKWRF #16148 through #16166 in the amount of \$9,431.97

Commissioner Lundberg moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Hart; motion approved 2-0.

BOARD DISCUSSION/ACTION

Discussion of PEBB Medical Insurance Waiver

GM Screws presented information regarding the District's employees having the right to waive the medical insurance portion offered through PEBB if they are enrolled in other employer based group medical insurance. If the employee waives medical coverage they are still an eligible employee in regards to the monthly base rate charge to the District. Employees will still have disability, accidental death, eye and dental coverage through the District's benefit program.

Resolution 909-20, DEC Prestige Mini Storage

Approved

Resolution 910-20, Contract Award, Insta-Pipe Inc., Sewer Main Relining

Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Cas Aeration Upgrades: The Aerostrips order was delivered 9/14/2020. There is a potential to purchase additional Aerostrips due to new design of Aerostrips and redesign of basin Aerostrip layout. The additional purchase will still be within the budgeted amount of CAS CIP upgrades. We have contacted Ovivo for a quote on the additional Aerostrips.
- CIP Exterior Coating: The coating job was completed and invoice sent up for payment.
- Deck Coatings: Coating maintenance has been completed.
- Scum Pit Pump Installation: Project is ongoing. One pump has been installed and the second pump installation is in progress. Once installed the next step is coring and electrical.
- North Contact Channel Sluice Gates: Gates are currently still in production with approximately 2 weeks left before shipping. We are still hopeful for installation to be completed this year.
- SCADA Server Room Upgrades: We have received one quote for flooring and we are currently looking at other options.
- Pending Capital Projects: Quotes have been received for the lunchroom floor coatings.

OPERATIONS MANAGER REPORT

Operations Brian Smalley Utility Specialist III reported:

- Karcher Project: Pump Tech finished punch list and it will be ready for full start up Tuesday October 6th.
- Pipe Liner: Scheduling Insta-Pipe as soon as possible after approval of bid. We are looking at alternative options for the 15" Olney trunk main. The Sewer Comp Plan may call for a larger pipe.
- Crew: The crew is working on the hydrant surveys for data collection, OSU Power consumption data, installing multiple radio reads before the weather turns and pressure washing of tanks.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- September Statistical Data: Bill consumption was up 15% compared to 2019. Sewer September revenue up 6.7% with 8 new connections and water revenue up 15% with 56 new connections. There are 1,096 accounts on auto pay and 68 accounts were final billed in September. There are 281 accounts that are eligible for shut off with \$121,000.00 ninety days past due. The State has extended the late fee waiver period to November 9th.
- October is a busy report month. Staff is working on the annual Unclaimed Property filing, all third quarter reports, and the IRA annual vehicle benefit report is due.
- DRS continues the audit and requested more records for past 10 years. The focus is on Retirees returning to work.
- Working on the Office of Insurance Commissioner survey.
- Our bi-annual State Audit will begin this week. The hourly billing rate is up 19% from the audit of two years ago.

- Staffing is our biggest challenge at this time. Karen is to retire on October 31st, 2020 and Jill is out on medical leave beginning on October 12th. We will move Amber from part time to full time and reorganize the work within the Department. We will be looking at hiring another part time temp.

GENERAL MANAGER’S REPORT

General Manager Screws reported:

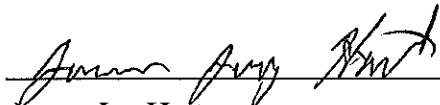
- Four customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Staff continues working with FCS Group for the Rate Study.
- Blanket vouchers were approved for payment on behalf of the Board. Documents were forwarded to the Commissioners and will be made available once we are able to meet in person again.
- Karen Vargo has announced her retirement and her last working day will be October 27th.
- Jerald Johnson has reached his 20-year milestone with the District this month.
- Updated Budget schedule has been forwarded to the Board.
- PEBB Open Enrollment begins November 1st. Information will be sent out to all District Employees and Commissioners this week in preparation. Forms will not be available until the November 1st date for any desired changes.
- Continue reviewing feasibility of transferring water rights from the Watauga well site.
- Reviewing our water system plan and the capacity of the water system.

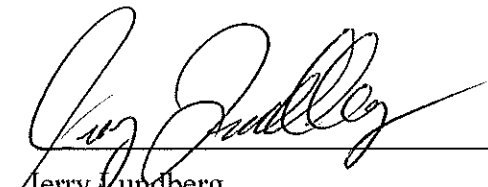
COMMISSIONER REPORTS

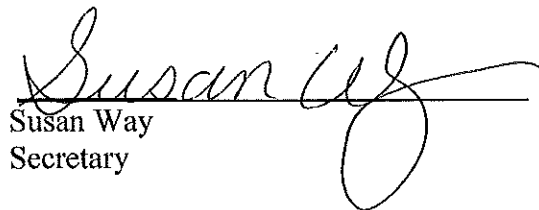
Commissioner Lundberg and Hart had nothing to report but extended their thanks and appreciation for the effort put forth by all contributing to the District’s success.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 3:42 p.m. The motion was seconded by Commissioner Hart; motion was approved 2-0.


James Jay Hart
Chairperson


Jerry Lundberg
Vice-Chairperson


Susan Way
Secretary



