

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 21st, 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 September 8, 2020.
2. Approval of Vouchers WSUD #29060 through #29094 in the amount of \$111,661.59
3. Approval of Vouchers SKWRF #16130 through #16147 in the amount of \$54,424.79
4. Approval of September Payroll in the amount of \$183,708.54

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 908-20, Modifying District Funds

Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Cas Aeration Upgrades: The Aero-strips order was delivered 9/14/2020.
- CIP Exterior Coating: The coating job was completed and decals were applied today.
- Deck Coatings: Coating maintenance has been completed.
- Scum Pit Pump Installation: Project is ongoing.

- Pending Capital Projects: Quotes have been received for the lunchroom floor coatings and SCADA server room upgrades are still pending.

OPERATIONS MANAGER REPORT

Operations Manager Tapia reported:

- Karcher Project: Startup has been delayed until September 24, 2020.
- Pipe Liner: Receiving quotes for two different projects. Videos were out over for review.
- Oregon State energy survey: Crew is continuing to collect data.
- Crew: The crew is working on the hydrant surveys for data collection, and pressure washing of tanks. Well 20 building update has been completed. Parking lot striping to be scheduled and two manholes were raised on Jackson Ave. roundabout.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- September Payroll is completed. The process is running smother with the County. DRS increased employer contribution rate 0.11%.
- Ran an audit of accounts and 108 accounts were found to be past due and eligible for shut off.
- Staff is working on the annual Unclaimed Property filing. The report is due the end of October.
- Jill will have surgery in October and be out approximately 6 weeks depending on her recovery process. She is training Amber on the AP process so Amber can fill in for her while she is out.
- Our bi-annual State audit will begin next Monday, September 28th. This audit is to be conducted remotely.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

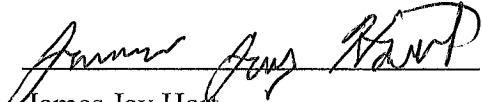
- Four customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Staff continues working with FCS Group for the Rate Study.
- Blanket vouchers were approved for payment on behalf of the Board. Documents were forwarded to the Commissioners and will be made available once we are able to meet in person again.
- The virtual WAWSD Conference went well for being remote.
- Completed a virtual meeting with PSE regarding participation in the PSE CHORT Program and available incentives. PSE indicated that we were eligible currently for a RFP that could pay 70-100% of the project cost.
- GM scheduled a Zoom meeting with the hydrogeologist on transferring the water rights for Watauga and review of our system.

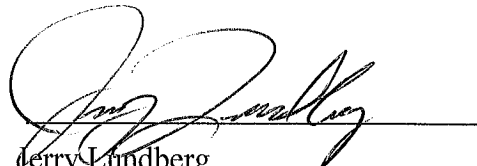
COMMISSIONER REPORTS

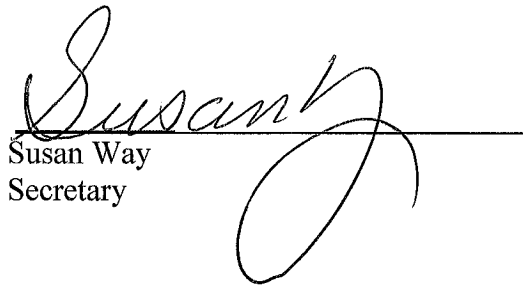
Commissioner Way, Commissioner Lundberg had nothing to report. Commissioner Hart reported on his attendance on the virtual WASWD conference. He missed the in person networking the most.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:26 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



