

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 19<sup>th</sup>, 2020 at 3:00 p.m.

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

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Attending: Randy Screws, General Manager  
John Tapia, Operation 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 3:02 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of October 5, 2020
2. Approval of Vouchers WSUD #29131 through #29176 in the amount of \$89,340.08
3. Approval of Vouchers SKWRF #16167 through #16186 in the amount of \$104,416.02
4. Approval of October 2020 Payroll in the Amount of \$185,491.83

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 2-0. Commissioner Way declined to vote as she was not at the October 5<sup>th</sup> meeting to approve the minutes.

BOARD DISCUSSION/ACTION

Proclamation, Karen Vargo

Karen Vargo is re-entering retirement. General Manager Screws read the Proclamation honoring Karen for her many years of service with the District.

Discussion of WSUD 2021 Budget Message, Water and Sewer Budget

GM Screws presented the WSUD 2021 Budget message along with the 2021 Budget for both water and sewer.

Resolution 911-20, First Reading, 2021 Salary Scale and Medical Benefits

Discussion

Resolution 912-20, First Reading, Amending Water/Sewer Rates, Policies and Procedures  
Discussion

Resolution 913-20, First Reading, Amending Water/Sewer GFC Rates, Policies and Procedures  
Discussion

Resolution 914-20, Purchase of Aeration Diffusers  
Approved

#### PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Cas Aeration Upgrades: Purchase of 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.
- CIP Exterior Coating: Completed.
- Deck Coatings: Completed.
- Scum Pit Pump Installation: Project is ongoing. Both pumps have been installed. Next step is digging, coring and electrical.
- North Contact Channel Sluice Gates: Gates are scheduled to be delivered this week. We are still hopeful for installation to be completed this year.
- SCADA Server Room Upgrades: We had received only one quote for flooring. We completed the flooring job in house in one day.
- Pending Capital Projects: Quotes have been received for the lunchroom floor coatings.

#### OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- Karcher Project: Pump Tech finished the punch list and it will be ready for full start up. Due to a small delay problem with the flow meter there will be an onsite meeting Wednesday at 9:30 a.m.
- Pipe Liner: Received the contract with Insta-Pipe and we are ready to go. We are looking into alternative options for the Olney 15" concrete trunk main. Our sewer comp plan may call for a larger pipe and we are getting a price (idea) from Pape and Sons.
- South Park water main: Met with Pape and Sons to look at the project. We will go over questions on Tuesday.
- Crew: The crew is working on the hydrant surveys for data collection, working with Correct Equipment on faulty E-One switches and swapping out the faulty pumps and purchasing new GIS gear. A new hand held meter reading device was ordered and we are waiting on the FCC radio license renewal. The crew is installing multiple radio reads and Ques training next week on software and hardware. The crew raised valve cans and manholes for the Jackson Ave. road project.

#### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Third Quarter reports are done. The County is still having issues with the IRS filings. We overpaid and SWD underpaid. The problem has continued into September.

- Added insurance for the new vehicle and dump trucks. Added the vehicles into the fixed asset and disposal of the sold truck.
- Assisted in the 2021 Budget preparation.
- Working with the Auditor by providing information and answering questions. The Auditor is looking at dates for the entrance conference. As there is only one auditor for the two entities and we are expecting this audit to take longer than in previous years.
- Janet is being trained and working with Karen to take over when Karen leaves at the end of the month.
- Staffing is our biggest challenge at this time. Jill is out on sick leave and Amber is working with Janet in Finance but this still leaves us one staff member short. We need to continue with succession plan and hire a part time employee to begin training.

### GENERAL MANAGER'S REPORT

General Manager Screws reported:

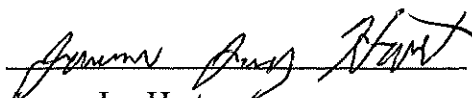
- Four customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Staff continues working with FCS Group for the Rate Study. Getting more comprehensive numbers for Repair and Replacement funds.
- Blanket vouchers were approved for 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.
- PEBB Open Enrollment begins November 1<sup>st</sup>. Information will be sent out to all District Employees and Commissioners this week in preparation. Forms will not be available until the November 1<sup>st</sup> date for any desired changes.
- Continue reviewing feasibility of transferring water rights from the Watauga well site.
- Reminded the BOC of the October 26<sup>th</sup> Budget meeting at 10 a.m. via Zoom.

### COMMISSIONER REPORTS

Commissioner Lundberg, Commissioner Way and Commissioner Hart had nothing to report.

### ADJOURN

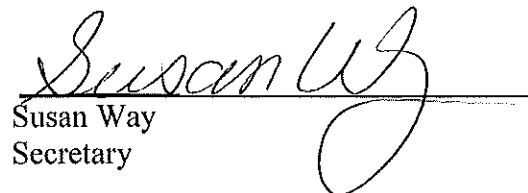
Commissioner Way moved to adjourn the meeting at 4:20 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.



James Jay Hart  
Chairperson



Jerry Lundberg  
Vice-Chairperson



Susan Way  
Secretary



