

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, November 16<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 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of November 2, 2020.
2. Approval of Vouchers WSUD #29202 through #29231 in the amount of \$131,375.42
3. Approval of Vouchers SKWRF #16204 through #16229 in the amount of \$167,752.04
4. Approval of November Payroll in the amount of \$ 186,569.85

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 917-20, Second Reading, Amending Water/Sewer Rates, Policies and Procedures  
Passed

Resolution 918-20, DEC Acceptance Ridgeline Plat, Richmond American Homes  
Passed

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Digester cleaning, Admin carpet replacement, the fence repair and replacement, exterior and deck coatings, and the SCAD Server room upgrade projects are all completed.
- South side of Sluice Gate Installation is complete. North gates have been delivered.

- Scum Pit Pump Installation: Both pumps have been installed, cores have been drilled. Electrical is needed
- Huber Glass lined discharge piping is completed.
- CAS Aeration Upgrades: Received 45 Aerostrips and we have ordered 45 more.
- Natural Gas piping is completed and passed inspection
- Pending Capital Projects: Crew lunchroom floor coatings.
- Of the trees lining the road between the VA and the Plant 8 needed to be removed. Only two trees were healthy enough to keep.

### OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- Karcher Project: A new 12" flow meter is installed and working properly. L2 is working with Bill Latham on the integration into our SCADA system.
- Pipe Liner: Received the contract with Insta-Pipe and we are ready to go. The lining project is scheduled to begin Nov 17<sup>th</sup>.
- Water Main replacement: Met with Pape and Sons to look at the project. We are going over questions on Tuesday. Brian Smalley is in contact with Pat Hall Construction for second bid.
- Crew: The crew is working on the hydrant and man hole surveys for data collection. We purchased new GIS gear and ordered a new hand held meter reading and we are waiting on the FCC radio license renewal. The crew is installing multiple radio reads and the new Ques software is working well and is very user friendly.

### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Annual Census Survey was completed.
- Third Quarter reports are completed. IRS filing still has issues within the County. We overpaid and Silverdale Water underpaid. The problem has been ongoing since September.
- Added insurance for the new vehicle and dump truck. Added both in the fixed asset and disposal of the sold truck.
- Assisting in the 2021 Budget preparation.
- Working with the Auditor by providing information and answering questions. This audit will be taking longer as there is only one auditor for both the District and SKWRF.
- Exit meeting completed with DRS auditor.

### 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. We are hoping to have the first public meeting sometime early in 2021.

- 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 began November 1<sup>st</sup> and is underway. Any elected changes must be done by November 30<sup>th</sup>.
- Continue reviewing feasibility of transferring water rights from the Watauga well site.
- The November 18<sup>th</sup> SAC meeting has been cancelled. A date will be set for a future meeting to occur after the first of the year.
- Section II meeting is Thursday November 19<sup>th</sup> via Zoom.
- Two employees tested positive for Covid-19 with potential exposure dates of November 3<sup>rd</sup> and 4<sup>th</sup>. GM contacted Kitsap County Health District and notified all staff. All contact and touch points within the Admin. and Operations building, common use equipment and vehicles were disinfected by a third party vendor.
- We are currently adding a rider to our current janitorial contract for more enhanced cleaning two days per week.
- Completed a DOH survey for inclusion to potentially participate in early vaccinations for all staff as essential workers. If the vaccine becomes available early to District staff, it will be voluntary.

#### COMMISSIONER REPORTS

Commissioners Way, Hart and Lundberg had nothing to report.

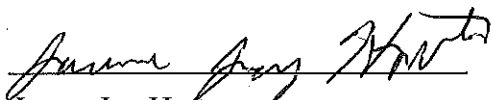
Commissioner Lundberg requested a 5 minute Executive session.


#### EXECUTIVE SESSION

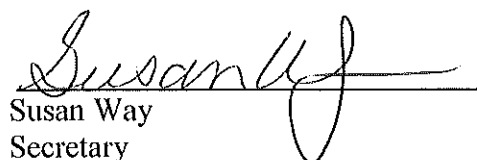
The Board went into a five minute Executive Session with General Manager Screws at 3:19 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). No action taken. The Board returned to regular session at 3:24 p.m.

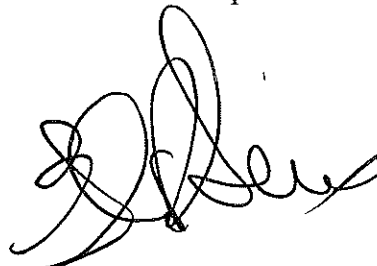
#### ADJOURN

Commissioner Way moved to adjourn the meeting at 3:25 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



**Deena Carpenter**

**From:** Heidi Hill  
**Sent:** Friday, November 13, 2020 12:44 PM  
**To:** Deena Carpenter  
**CC:** Joy Ramsdell  
**Subject:** Sent from Snipping Tool

|   |                      |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
|---|----------------------|------------|-------|------------|------------|----------|----------|-------|------------|------------|--|--|--|--|--|--|--|--|--|
| 8 |                      |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 9 | November 16, 2020    |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 0 |                      |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 1 | Batch No.            | 92822      | 93113 | Total      | 92522      | 92622    | 93022    | 93307 | Total      |            |  |  |  |  |  |  |  |  |  |
| 2 | BVA No.              | 031-2020   |       |            | 072-2020   | 073-2020 | 074-2020 |       |            |            |  |  |  |  |  |  |  |  |  |
| 3 | JDE Batch No.        | 554092     |       |            | 554089     | 554090   | 554091   |       |            |            |  |  |  |  |  |  |  |  |  |
| 4 | Total                | 167,752.04 |       | 167,752.04 | 116,587.20 | 7,881.55 | 6,906.67 |       | 131,375.42 | 299,127.46 |  |  |  |  |  |  |  |  |  |
| 5 | Starting Voucher No. | 16204      |       |            | 29212      | 29207    | 29210    |       |            |            |  |  |  |  |  |  |  |  |  |
| 6 | Ending Voucher No.   | 16229      |       |            | 29231      | 29209    | 29211    |       |            |            |  |  |  |  |  |  |  |  |  |
| 7 |                      |            |       |            |            | 29232    |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 8 |                      |            |       |            |            | 29236    |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 9 | JE No. AP            |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 0 | JE No. Blended       |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 1 | JE No. Computer Cks  |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 2 |                      |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 3 | Board Meeting Date:  |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 4 | November 16, 2020    |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |
| 5 |                      |            |       |            |            |          |          |       |            |            |  |  |  |  |  |  |  |  |  |