

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, December 7<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  
Bill Latham, Water Quality Specialist

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 16, 2020
2. Approval of Vouchers WSUD #29237 through #29282 in the amount of \$158,272.29
3. Approval of Vouchers SKWRF #16230 through #16257 in the amount of \$76,439.85

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

BOARD DISCUSSION/ACTION

Water Use Efficiency Public Forum

General Manager Screws and Bill Latham updated the Board on the successes and goals for the District's Water Use and Efficiency Policies.

Resolution 919-20, First Reading, SKWRF 2021 Annual Budget Discussion

Resolution 920-20, First Reading, WSUD 2021 Annual Budget Discussion

## PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- South side of Sluice Gate Installation is complete. North gates have been delivered. No new updates.
- Scum Pit Pump Installation: Both pumps have been installed, cores have been drilled. Electrical is waiting for inspection prior to burying it.
- CAS Aeration Upgrades: Received 45 Aerostrips and we have ordered 45 more. Delivery is scheduled for January 2021 with installation plans for 2021.
- Crew lunchroom floor coatings: Going to purchase coatings prior to end of year.

## OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- Karcher Project: A new 12" flow meter was installed and working properly. L2 is working with Bill Latham on the integration into our SCADA system.
- Pipe Lining: Completed
- Water Main replacement: Met with Pape and Sons to look at the project. We are going over questions on Tuesday. Looking for additional bids for the project.
- Ian is approximately 96% completed with the hydrant survey.
- Waiting for our FCC license renewal so we can use the new hand held meter reading device.
- Crew: The crew is working on the manhole surveys for data collection. Water main flushing begins on the upper gradient tomorrow.

## FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical information: Billed consumption is at 20% compared with November 2019. November revenues for water is up 16% and sewer is up 9% with 10 new water connections and 5 new sewer connections. There are 1,513 accounts who pay online including the 1,117 autopay customers. There were 48 accounts that were final billed out with change in ownership.
- The DRS audit is completed. The compliance report was sent to the Board of Commissioners.
- The State audit continues. The financial audit is getting close to being done but the accountability audit is still on procurement testing.
- Application acceptance for part time admin employees has closed. We received 25 applications and will be interviewing 7 next week.
- Beginning year end tasks. Purchase order clean up, reviewing projects, cleaning credits on accounts, creating new fiscal year and entering 2021 budget into Springbrook.
- Adding an extra AP on 12/30/2020. All departments should turn in invoices by the 24<sup>th</sup> by 8 a.m. to count in this year's budget.
- We are working on getting our vendors to the County as they will soon move AP to the new software.

## GENERAL MANAGER'S REPORT

General Manager Screws reported:

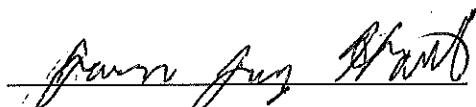
- Four customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status.
- Staff continues working with FCS Group for the Rate Study. We are hoping to have the first public meeting early in 2021.
- Blanket vouchers were approved for payment 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.
- Working on grinder pump agreement. Currently under legal review prior to submitting to Department of Ecology for their review and approval. Then to the Board of Commissioners for adoption.
- Working on the water system plan. We are looking at the future growth projections and storage.
- GM continues the reviewing feasibility of transferring water rights from the Watauga well site. The GM will be working with the Hydrogeologist and location.
- Training scheduled at the new Geiger/Blueberry lift station.
- Applied for a grant with PSE for funding to assist in well site improvements.
- Exit audit is tentatively scheduled for January 12<sup>th</sup> 2021.

## COMMISSIONER REPORTS

Commissioners Way, Hart and Lundberg had nothing to report.

## ADJOURN

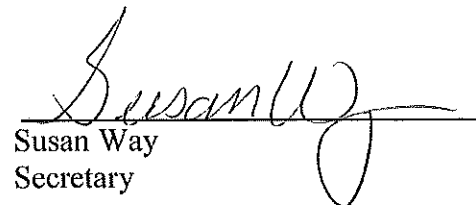
Commissioner Way moved to adjourn the meeting at 3:31 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.



James Jay Hart  
Chairperson



Jerry Lundberg  
Vice-Chairperson



Susan Way  
Secretary

