

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 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, 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 December 7, 2020.
2. Approval of the Special Board Meeting Minutes of December 15, 2020.
3. Approval of Vouchers WSUD #29283 through #29321 in the amount of \$286,444.33
4. Approval of Vouchers SKWRF #16258 through #16280 in the amount of \$26,677.62
5. Approval of December Payroll in the amount of \$181,802.76

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

BOARD DISCUSSION/ACTION

GM Screws gave a brief overview of the Water Use Efficiency Power Point.

Resolution 919-20, Second Reading, Adopting SKWRF 2021 Annual Budget
Passed

Resolution 920-20 Second Reading, Adopting WSUD 2021 Annual Budget
Passed

Resolution 922-20, Water Use Efficiency
Passed

Resolution 923-20 DEC Acceptance, Eagle Crest Construction
Passed

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- South side of Sluice Gate Installation is complete. North gates have been delivered.
- Scum Pit Pump Installation: Installation completed and passed inspection. Pumps are online.
- CAS Aeration Upgrades: Delivery date is set for January 2021. Installation plans are for 2021.
- Crew lunchroom floor coatings: Purchased products to complete the job in-house
- Completed a lot of grit cleanings this past week: Lift station, head works, manholes around the plant with the use of the District's Vac Truck.

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: Completed.
- Water Main replacement: Met with Pape and Sons to look at the project. We are going over questions on Tuesday. We are having a tough time getting bids for this project.
- Crew: The crew is working on the hydrant and manhole surveys for data collection. We purchased new GIS gear and ordered a new hand held meter reading device and we are waiting on the FCC radio license renewal. The crew is installing multiple radio reads and the District's annual water main flushing is going well.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Continuing on year end tasks.
- Now that the 2021 Budget is approved we will begin to enter it into Springbrook.
- Audit of all projects completed and Purchase Orders are clean and we can now rollover.
- State Audit exit conference has been changed to 2/3/2021.
- Selected a new part time employee. She will begin December 28th since Amber is off.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Amber Brooks will be hired by the District beginning January 1, 2021 and fill the vacant full time position.
- Four customers on Serenade Way/Rhapsody Drive are still affected by the December 2018 tornado and are in a suspended service status. GM Screws will only report to the Board when there are new updates and changes.
- Staff continues working with FCS Group for the Rate Study. Staff has provided comprehensive information to address Repair and Replacement funding in the study. A meeting schedule for first week in January to go over initial findings.

- 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.
- Continue reviewing feasibility of transferring water rights from the Watauga well site.
- Continue working on the grinder pump agreement.
- New temporary part time employee begins on December 28th.

Executive meeting with no action taken following the Commissioner reports.

COMMISSIONER REPORTS

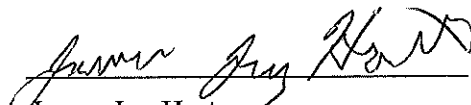
Commissioners Way, Hart and Lundberg had nothing to report.

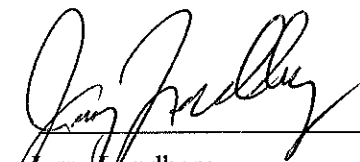
EXECUTIVE SESSION

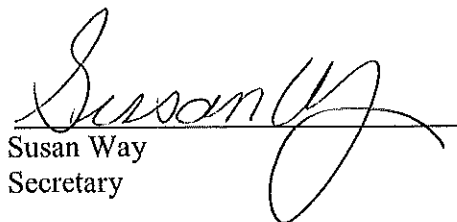
The Board went into a fifteen minute Executive Session with General Manager Screws at 3:20 p.m. to discuss potential litigation (RCW 42.30.110 (1)(i)) The Executive session was extended for five additional minutes. No action taken. The Board returned to regular session at 3:40 p.m.

ADJOURN

Commissioner Way moved to adjourn the meeting at 3:41 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



