

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held via Microsoft Team Meeting
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday May 3rd, 2021 at 3:00 p.m.

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

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 Lundberg at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of April 19, 2021.
2. Approval of Vouchers WSUD #29605 through #29635 in the amount of \$46,015.25
3. Approval of Vouchers SKWRF #16444 through #16459 in the amount of \$10,738.32

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

BOARD DISCUSSION/ACTION

Discussion, In person Board Meetings: GM Screws reminded the Board that they had indicated to revisit the topic of in person meetings in May. The Board discussed the potential for reinstating in person meetings and hybrid meetings whereby the Board, staff and any person on the Board's agenda would be in person. The Board also had discussion regarding the status of the Covid -19 guidance and the pending announcement by Governor Jay Inslee on a possible rollback of Kitsap County from Phase three to Phase two as part of Washington's Phase approach to Covid-19. The Board determined to extend the virtual meetings and to revisit at a future date.

Discussion, Limited Reservations Water and Sewer: GM Screws presented to the Board a recommendation for consideration of a Limited Reservation for water and sewer Binding

Commitments for water and sewer. The Board was reminded that the District currently has a non-binding and binding commitment for water and sewer. GM Screws informed the Board that a non-binding commitment for water or sewer system availability means the District currently has available water or sewer system capacity but does not guarantee the future availability of water or sewer system capacity. The Board was also informed that a binding commitment for water or sewer system capacity means that, upon payment of a fee for General Facility Charges (GFC's), the District shall reserve water or sewer system capacity for perpetuity, and shall allow connection to the District's water or sewer system once applicable connection fees (water) and/or Treatment Capital Charges (Sewer) are paid.

GM Screws recommended to the Board a consideration of a binding commitment for a limited reservation of water or sewer system capacity which upon payment of a non-refundable fee, the District shall reserve water or sewer system capacity for a limited period. GM Screws also recommended that if GFC's are paid within the limited period, the deposit would be applied as a credit against the GFC charges for a binding/perpetuity commitment from the District. The recommendation was provided to assist anyone wishing to connect to the system or for development of property through a Developers Extension Contract, a lesser cost alternative for the initial permitting application requirements with the Authority Having Jurisdiction for development. The Board was receptive to the recommendation and determined a multi-year fee approach at 5% per year of the current GFC charges for up to three years for the limited reservation would be considered. GM Screws was directed to provide a policy change reflecting the Boards input for review and consideration.

Discussion, Temporary Employee: The Board of Commissioners were informed of the intent within the administration department to hire a full time temporary employee. Michael O'Leary will begin May 17th.

Resolution 947-21, Accepting DEC, Richmond American Home, Ridgeline Lift Station
Approved

Resolution 948-21, Accepting DEC, Oak Ridge Homes II LTD, Blueberry Ridge Development
Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: Grinding and overlay was completed on Wednesday April 21. Seal Coating will be completed in June or later; waiting for hotter drying times.
- Sharples Repair: Currently having a structural review done on flooring for possible replacement options.
- Sluice Gate Installation: Both North Contact channel gates have been installed and are online.
- CAS Aeration Upgrades: Possible June/July; Awaiting drier weather.
- Fence repair/replacement: The job is to begin May 5th.

- Continuing to work with PSE on Conservation Grant Agreement. We completed 3 workshops in April and completed the first Milestone incentive and received the first incentive check of \$2,000.
- Plant Manager Grabill has been asked to be President of the PNCWA Olympic Section for next year. Kongslie is stepping down and the Board of Commissioners had no objections to Plant Manager Grabill accepting the position.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: 80% of drawings from West Sound Engineering have been reviewed. Last comments were sent out Friday.
- Powell Booster Station Engineering: PSA signed with HDR for project engineering. We are waiting on results from GEO Tech.
- White Cedar Sewer Service Relocate: This has old time war housing sewer lines that collect from different houses into a main that we cannot access to maintain.
- Eisenhower Main Replacement: Plans are back with West Sound Engineering for review.
- Olney Sewer Replacement: Information from HDR has been requested for the cost for two options. Those options being pipe bursting and/or open cut. We should have that information sometime this week.
- Well 21: Hokkaido has completed their testing phase with the hydrogeologist. We are working on a plan on the next move with them.

Crew:

- The Crew has caught up with the flushing and TVing work orders, clean-up of the shop and grounds continues.
- Robert Williams has begun the Fred Meyer Pump and control replacement project with Whitney Equipment.
- We are working on a pump replacement for Conifer Park pump. One of the repaired pumps is needed for a backup.
- Congratulations to Nick Morris he passed his WDM II test.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- April's billed consumption was up 19% from April 2020 and Sewer revenue was up 6.7%
- The Department continues to work on our annual risk pool asset update. The report will be submitted this week.
- First quarter reports were filed with L&I, ESD and the IRS.
- The annual report for SKWRF has been completed and we are now working on the District's annual report.
- Heidi Hill's last day with the District was Friday, April 30th. We are counting on the new hire to be a quick learner.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

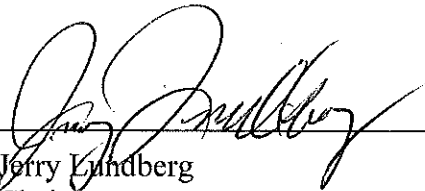
- FCS Group for the Rate Study. Working with HDR to maintain content alignment of the Rate Study and the Water System Plan. The system water modeling is underway and will allow for an assessment and rate determination for fire protection services, along with storage and capacity analysis. This will provide information to determine a need for restructuring of the Water CIP Plan.
- Sewer Advisory Committee has moved the scheduled meeting to Wednesday, May 19th at the request of the City.
- FOG (Fats, Oil, Grease) Policy: Staff is working on revising our FOG policies for the Boards' review and discussion.
- Well 21 testing showed the well still has good capacity. The test pumping demonstrated the overall capacity is consistent with previous performance. The static level has diminished some but not alot. The hydrogeologist's preliminary suggestion is the forgoing of the rehab of the well and because the water table has dropped he suggests dropping the pump down 40-100 ft. We are discussing leasing the temporary pump installed from Hokkaido until a longer term assessment is made of the well production capacity to determine pump sizing and future needs.

COMMISSIONER REPORTS

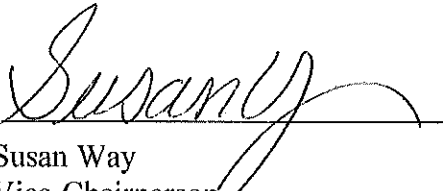
Commissioners Hart, Way and Lundberg had nothing to report.

Adjourn

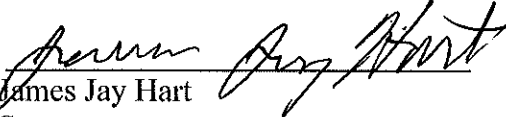
Commissioner Hart moved to adjourn the meeting at 4:10 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

