

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, April 19th, 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
Laura Shear, Levi Holmes and Holly Blinn, JWJ

The meeting was called to order by Commissioner Lundberg at 2:58 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of April 5, 2021.
2. Approval of Vouchers WSUD #29572 through #29604 in the amount of \$76,165.65
3. Approval of Vouchers SKWRF #16428 through #16443 in the amount of \$46,829.57
4. Approval of April Payroll in the amount of \$201,167.61

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

BOARD DISCUSSION/ACTION

District Proclamation, Heidi Hill

Longtime employee Heidi Hill is retiring and her last day at the District will be April 30th. GM Screws read the proclamation honoring her longevity and service. Commissioner Hart made a motion to accept the Proclamation as read; Commissioner Way seconded the motion. Passed 3-0

Resolution 944-21, Employee Excess Annual Leave Cash Out
Approved

Resolution 945-21, DEC Acceptance Robinson Mechanical Inc. Park Ave
Approved

Resolution 946-21, DEC Acceptance Blueberry/Geiger Sub-area Lift Station
Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: The project began today with a projected 3 day completion date. The seal coating to be completed in June or later.
- Sharples Repair: Currently having a structural review done on flooring for possible replacement options.
- Sluice Gate Installation: One gate completed and the second is in progress.
- CAS Aeration Upgrades: Possible June/July; Awaiting drier weather.
- Fence repair/Replacement: The job is to begin May 1st.
- Continuing to work with PSE on Conservation Grant Agreement with 3 workshops scheduled in April.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: Received plans from West Sound Engineering for our comments.
- Powell Booster Station Engineering: HDR has completed the scope of the project.
- White Cedar Sewer Service Relocate: We gathered mapping and video information for West Sound Engineering. The information was sent over and we are waiting for comments.
- Eisenhower Main Replacement: Plans are back with West Sound Engineering.
- Fircrest/Mile Hill Main Replacement: The project is being reviewed. The 2" galvanized pipe is to be replaced.
- Olney Sewer Replacement: Meeting with TY Johnson tomorrow to go over the scope of the project.

Crew:

- Focus is on Facility clean up, pressure washing, new bark, etc. Parking lot has been restriped.
- Sewer flushing and TV work orders are being worked on. Bethel work upcoming.
- Asphalt patches are done and passed County inspection.
- Well 21 pump/motor and rehab has begun. Well video inspection is happening today and tomorrow.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- First quarterly reports will be filed this week. Meredith was set up with all the agencies and has received the training to file the Quarterly reports.
- Update FA for the Risk Pool.

- Work continues on the annual reports. SKWRF report is mostly completed.
- Reconciling March books and the monthly reports.
- After posting twice for the Admin job we received 10 qualified applications. Applications are disqualified if the application comes in without resume, incomplete, no signatures, or if a resume comes in without the application. We will interview 5 candidates next week.

GENERAL MANAGER’S REPORT

General Manager Screws reported:

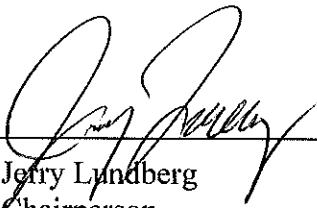
- Staff has been informed the Board approved that personnel can schedule their Vaccination for Covid-19 without using personal leave.
- WASWD Virtual Spring Conference and Trade Show was successful but the networking was really missed.
- FCS Group for the Rate Study. The April 13th a conference call to discuss content alignment of the Rate Study and the Water System Plan was very productive.
- Sewer Advisory Committee has moved the schedule meeting to May 19th.

COMMISSIONER REPORTS

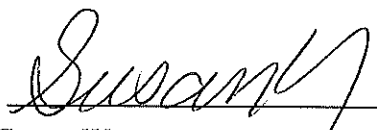
Commissioner Hart reported he attended the WAWSD Virtual Conference and he agreed with GM Screws it was a good conference but he too missed the networking sessions. Commissioner Lundberg and Commissioner Way had nothing to report.

Adjourn

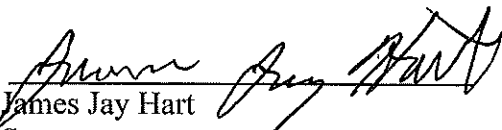
Commissioner Hart moved to adjourn the meeting at 3:28 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



 Jerry Lundberg
 Chairperson



 Susan Way
 Vice-Chairperson



 James Jay Hart
 Secretary