

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 17th, 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
Kane Fenner, Representative of Kitsap Mall

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

Mr. Fenner joined the meeting to introduce himself as a representative for the new owners of the Kitsap Mall.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of May 3, 2021.
2. Approval of Vouchers WSUD #29636 through #29674 in the amount of \$129,171.02
3. Approval of Vouchers SKWRF #16460 through #16486 in the amount of \$61,906.81
4. Approval of May Payroll in the amount of \$185,785.61

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

BOARD DISCUSSION/ACTION

Resolution 949-21, Hiring Temporary Employee WSUD Administration, Michael O'Leary
Approved

Resolution 950-21, Accepting DEC, M & P Builders Harris Road
Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: Majority of grounds have been completed with only additional portions left to do.
- Sharples Repair: Preliminary findings show we will need additional support beams due to weight shift. Discussion Tuesday May 19th 10:00 a.m. with Mead and Hunt to go over findings.
- CAS Aeration Upgrades: Looking at the week of June 7th for a start date.
- Fence repair/replacement: The job has been completed aside from front gate.
- Continuing to work with PSE on Conservation Grant Agreement.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: Our final comments are with West Sound Engineering.
- Powell Booster Station Engineering: HDR has completed the scope of the project. And we are waiting for GEO Tech results.
- White Cedar Sewer Service Relocate: Crew is gathering mapping and video information for WSE and we are waiting for comments.
- Eisenhower Main Replacement: Plans are back with West Sound Engineering for review.
- Fircrest Mile Hill Main Replacement: Project is being reviewed and 2" galvanized line needs to be replaced.
- Olney Sewer Replacement: Met with Ty to discuss different options on cost of the project. Going from 15" to 18" pipe is really expensive right now in this construction climate.
- Well 21 Pump and Motor Replacement: After pump testing we found the well appears to be able to sustain 700 gpm. We are running Hokkaido's pump and motor to obtain more data.

Crew:

- The Crew continues with the Facility Maintenance.
- Sewer flushing and TV work orders are being worked on with Bethel work upcoming.
- Pump Station maintenance is ongoing.
- Poured a concrete pad at the Salmonberry site for chemical room.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Our new staff member, Michael O'Leary started today. We are training him to handle SKWRF's AP. Debbie is training Amber for Cash Receipting batches.
- The end of this month both Debbie and Deena will be taking vacation time. This will be a good time to test our new hires in Customer Service.
- Assets have been updated for Risk Pool.
- The SKWRF annual report is ready to file. We will continue to work on the District's annual report. The report should be ready for GM Screw's review this week and filed by the end of this month.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

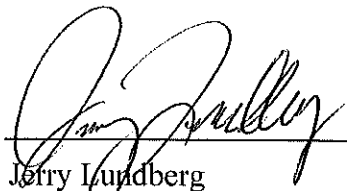
- FCS Group for the Rate Study. Working with HDR to maintain content alignment of the Rate Study and the Water System Plan. The system water modeling is underway and will allow for an assessment and rate determination for fire protection services, along with storage and capacity analysis. This will provide information to determine a need for restructuring of the Water CIP Plan.
- The plan is for staff to return to regular schedules June 1st, 2021. All Departments will need to assess arrival times to ensure required social distancing requirements are still met.
- We are reviewing other options for services and lowering the O&M costs vs rehabilitation for the Madrona Lift Station.
- With trucks being hard to come by, staff is looking to carry over the purchase of a boom truck into the 2022 Budget.
- GM Screws and JJ Johnson will be giving a virtual presentation for the AWWA Conference on lessons learned as a District on the 2018 Tornado event.

COMMISSIONER REPORTS

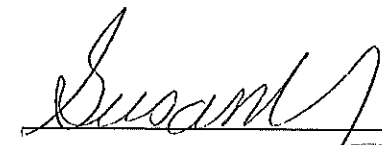
Commissioner Hart attended a webinar on earthquake preparedness put on by WASWD. Commissioners Way and Lundberg had nothing to report.

Adjourn

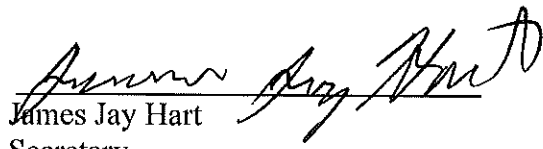
Commissioner Hart moved to adjourn the meeting at 3:28 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

