

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 June 21<sup>st</sup>, 2021 at 3:00 p.m.

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

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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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

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1. Approval of the Regular Board Meeting Minutes of June 7, 2021
2. Approval of Vouchers WSUD #29711 through #29759 in the amount of \$336,464.46
3. Approval of Vouchers SKWRF #16514 through #16535 in the amount of 991,474.72
4. Approval of June Payroll in the amount of \$200,727.41

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: Commissioner Lundberg commented he would like to see an amendment or update to the policy for the new Commissioner coming into office to have the choice on how to receive the Commissioner Compensation; through a 1099 or to receive a W-2.

Attorney Bagwell suggested the choice given be in the form of a Resolution that would also include Commissioner's medical insurance choices and Commissioner's compensation increase schedule. The Commissioners concurred.

Resolution 952-21, Billing and Collection Policies Relating to Covid-19

Approved

Resolution 953-21, Purchase of Replacement CUES Camera and Transport Assembly  
Approved

Resolution 954-21, Purchase of Replacement Lift Station Pumps and Controls  
Approved

### PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Sharples Repair: Had a site visit with ESCO's to determine direction and feasibility
- CAS Aeration Upgrades: Completed Aerostrip installation. All the basins are in with instant results on our air efficiency
- Draft Nutrient General Permit: Ecology is accepting comments from June 16<sup>th</sup> until August 2<sup>nd</sup>, 2021 on the formal draft of the Puget Sound Nutrient General Permit. We have begun process trials in house to find different types of Nutrient loading diversions. We will continue with different testing throughout the plant in attempts to optimize Effluent Nutrients.
- 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. No Updates.
- Powell Booster Station Engineering: The project design should be back to us by the end of September.
- Sedgwick Water Main/Culvert Project: We have been notified by WSDOT and Fisheries that the water main is in conflict with a new fish stream crossing culvert. Two options to consider for relocation of the main; Baker Rd and Salmonberry. It is looking like Salmonberry will be a longer run but provides better options for the District. We are talking with the inspector on the Salmonberry option
- Eisenhower Main Replacement: Plans with comments are back with West Sound Engineering for review. No new updates.
- Fircrest/Mile Hill Main Replacement: Project is being reviewed and 2" galvanized line needs to be replaced. No new updates.
- Olney Sewer Replacement: HDR is working on the project estimate and bid docs. We received the draft scope of services on Friday.
- Well 21 Pump and Motor Replacement: After pump testing we found the well appears to be able to sustain 700 gpm. We are continuing to run Hokkaido's pump and motor. Bill Latham is collecting the data for our hydrogeologist.
- Fred Myer Lift Station and Control Upgrade: Robert continues to work with Whitney Equipment.

Crew:

- Working on the Madrona Lift Station upgrade options.
- The Crew has been making repairs to the sewer lines and sewer pump maintenance around the District

- In answer to Commissioner’s Hart question, “What will the Capital Improvement Project be this year?” the focus will be on smaller sewer line repairs at Yucca Ct, Beech Ct and Villa Carmel.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Staff is planning and discussion for the reopening of the District offices to the public. There are approximately 400 accounts that are delinquent and eligible for service interruptions. We will begin the process with notification on the bills and website that the late fees and shut offs will begin again.
- Training: Debbie is working with Amber and Deena is working with Janet in Customer Service and the Permitting process is being streamlined and standardized. Michael’s training is ongoing and he will be involved with payroll and excise tax.
- Staff has begun working on inventory check during the summer.
- The staff is meshing and working well together.
- New staff will be taking a tour of the District and the Plant at the end of June.

GENERAL MANAGER’S REPORT

General Manager Screws reported:

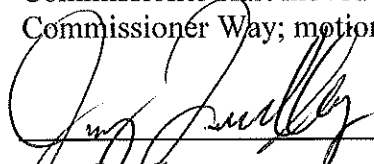
- 51% of the Staff has been vaccinated.
- Cyber Liability insurance has been filed.
- Lobby will be opened to the Public July 1<sup>st</sup> and we will resume in person Board Meetings July 6<sup>th</sup>.
- GM Screws has been working on the restructuring and standardization of the permitting forms.
- FCS Group for the Rate Study. GM will be requesting a follow up meeting with HDR to go over the fire protection services and work through the water modeling. A conference call will be scheduled after going over the HDR report.

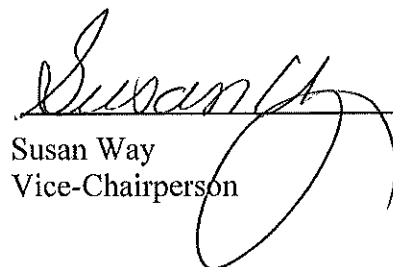
COMMISSIONER REPORTS

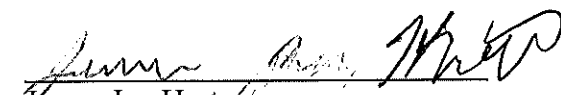
Commissioner Hart, Way and Lundberg had nothing to report.

Adjourn

Commissioner Hart moved to adjourn the meeting at 3:36 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.

  
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 Jerry Lundberg  
 Chairperson

  
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 Susan Way  
 Vice-Chairperson

  
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 James Jay Hart  
 Secretary