

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building & Microsoft Teams (Hybrid Meeting)
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday July 12th, 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 (via Teams Meeting)
Deena Carpenter, Customer Service Representative
Jacob Holcombe, IT/GIS Specialist

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 June 21, 2021
2. Approval of Vouchers WSUD #29760 through #29788 in the amount of \$110,667.74
3. Approval of Vouchers SKWRF #16536 through #16554 in the amount of \$42,158.80

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 private fire suppression hydrants: GM Screws opened the discussion with the Board regarding the development of policy to address fire suppression facilities within the District's service area. It was identified that some hydrants within the District could be considered "private" and potentially should be metered as they are not publicly accessible for fire suppression and only serve the needs of the property. Also expressed was concern of hydrant use for purposes other than fire suppression. GM Screws provided an opinion based on SHB 1512 that public fire suppression water facilities and services are to be used for the delivery of water for fire suppression and other uses should have a cost recovery component.

Board Discussion Resolution 880-20 Emergency Declaration: General Manager presented Resolution 880-20 Emergency Declaration which gave signing power to the GM while Washington State was under the stay home stay safe mandate. GM Screws asked if the Board

would like to repeal the Resolution now that Washington State has opened back up. After discussion the opinion of the Board was they would prefer to keep the Resolution in effect for the time being and revisit it on a month to month basis.

Resolution 955-21, DEC Richmond American Home, Geiger Plat
Approved 3-0

Resolution 956-21, DEC M&P Builders, Harris Phase II
Approved 3-0

Resolution 957-21, Authorizing Purchase of Scum Trough for SKWRF
Approved 3-0

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- There are many summer in-house projects going on.
- Continuing to work with PSE on Conservation Grant Agreement.
- Sharples Panel Repair: Structural review shows additional support to one beam is needed. We are waiting for final report from Mead & Hunt. A preliminary workshop has been scheduled with ESCO for Thursday July 15th to look at options for moving forward.
- CAS Aeration Upgrades: All completed in-house and it went well. Ecology was notified pre and post project.
- Draft Nutrient General Permit: We are currently performing multiple in-house trials for nutrient reduction due to the General Nutrient Permit Draft. We will continue to look for ways to reduce nutrient loading and increase removals.
- Staff Lunch room flooring job was completed in-house.
- Primary clarifier maintenance and repairs completed minus failing skimmers on West Primary basin. We are waiting for approval for one failing skimmer.
- Lots of vacations being used. We are down a minimum of one staff member a week for this month and more in August as well.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: 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. We met with the County and West Sound Engineering and it looks like Baker Road is the best option for this project.
- 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. The estimate came in at \$112,000 and we will send out for more quotes.

- Well 21 Pump and Motor Replacement: We are continuing to run Hokkaido's pump and motor and collecting the data for our hydrogeologist.

Crew:

- Fred Meyer Lift Station and Control Upgrade: Robert continues to work with Whitney Equipment.
- 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.
- Repairing the Facility's irrigation system.
- Collecting data from Mission Control and updating information for the flow meters at the sewer stations.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Statistical Information: Billed consumption is up 13% compared to June 2020. Sewer revenue is up 4% and water is up 9.3%. 1450 customers paid on-line and 60 final billed accounts due to change in ownership.
- The County will have both AP and Cash transmittals moved to the new software program August 2nd. There are some changes to be made during the transition period. The County's cut off for AP in the old system is the 16th so we will move our next AP one day ahead this month. The Cash transmission system has limited access starting the 16th until new system has been implemented. The County may give us some training the last week of July.
- The Lobby has reopened. The customers are appreciating the walk in service. Our new staff is being trained in assisting our customers face to face. The County has also reopened and we can again pick up our warrants in person and not have to wait for the mail.
- Debbie and Deena completed the annual ERU count which contributes to SKWRF's 2022 budget preparation. The commercial ERU count is down 3%.
- This month we will file the 2nd Quarterly reports for L&I, ESD and IRS. I am training new staff to perform these tasks. Also training in Payroll as medical premium changes need to be made.
- Janet is on vacation for 2 weeks and Amber is covering for her in the permitting tasks.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- The draft updated policy for inclusion in the District's Administrative Code book for Board of Commissioners, Principles and Rules for conduct of Board Meetings, Proceeding and Business, has been forwarded for legal review.
- Completed annual renewal and submission of the District's contract for the Employee Assistance Program.
- Updated the Commissioners on the Utility Disconnection Moratorium extension.
- GM Screws would like to show the employees the District's appreciation by hosting a boxed lunch. Commissioners agreed.
- The restructuring and standardization of the permitting forms and process continues.

- Staff continues the reviewing and updating of the website.
- FCS Group for the Rate Study. A meeting is scheduled with HDR and FCS Group on July 22nd to discuss integration of the modeling information into the rate assessment.
- Long Term Care Update: GM Screws is working with Brian Riehs from Gallagher Insurance. Gallagher is working on a program for employees that will meet the needs of the LTC requirement with a more robust cost to benefit ratio for employees. They anticipate they will have two available plans for employees to consider sometime in August.

COMMISSIONER REPORTS

Commissioner Hart reported he attended a Legislative workshop “Everyone Deserves Water.” Commissioners Way and Lundberg had nothing to report.

EXECUTIVE SESSION

The Board went into a 20 minute Executive Session with General Manager Screws at 4:25 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). Action will be taken. At 4:45 p.m. Executive Session was extended for 15 additional minutes. The Board returned to regular session at 5:00 p.m.

Resolution 958-21, Confirming Wage/Step Increase SKWRF Employee Olin

Approved 3-0

Resolution 959-21, Confirming Wage/Step Increase WSUD Employee Ridgeway

Approved 3-0

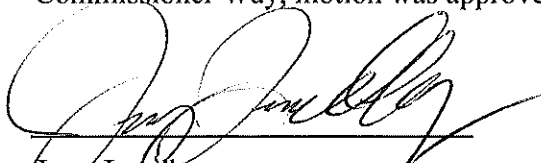
Resolution 960-21, Confirming Position Change and Wage/Step Increase WSUD Employee

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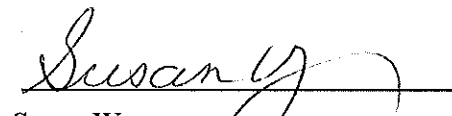
Approved 3-0

Adjourn

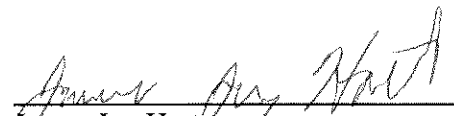
Commissioner Hart moved to adjourn the meeting at 5:03 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



 Jerry Lundberg
 Chairperson



 Susan Way
 Vice-Chairperson



 James Jay Hart
 Secretary

