

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 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

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 July 12, 2021
2. Approval of Vouchers WSUD #29789 through #29827 in the amount of \$90,886.85
3. Approval of Vouchers SKWRF #16555 through #16579 in the amount of \$49,718.16

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 Unauthorized Use, Tampering: GM Screws read to the Board the District's "Tampering/Unauthorized Use" policy. It was noted that a developer opened bypasses on several setters prior to authorized use for backflow assembly testing. The GM requested clarification on the application of tampering fees to be imposed on the Developer. After discussion, the Commissioners concurred that a single incident tampering fee of \$1,000.00 would be charged.

Board Discussion of the 2022 Budget Schedule: The GM presented key dates for the Board to note regarding the 2022 Budget Schedule. These dates lead up to the December 6th deadline for the 2022 Budget adoption.

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Summer in-house projects continue.

- 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. We received cost range from the preliminary analysis workshop on Thursday July 15th with Trane.
- 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.
- Prepping and ready for the Hybrid SAC meeting being held at SKWRF this Wednesday.

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. West Sound Engineering conducting field survey work this week.
- 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 and we should have them back by this week. 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. The reports states 700 gpm up to 7 days and 640 gpm up to 30 days with this well.

Crew:

- Fred Meyer Lift Station and Control Upgrade: Pump and panel have been ordered.
- Working on the Madrona Lift Station upgrade options.
- New Cue's Camera has been delivered.
- The Crew has been making repairs to the sewer lines and sewer pump maintenance around the District.
- The flow meters are ordered for Orchard Bluff and Sinclair Lift Station.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- All 2nd quarterly reports have been filed.
- It has been a very busy month for permits. Last Tuesday we received \$347k from a developer. Janet was on vacation and Amber did a great job on processing all receipts, setting up the accounts and work orders with some help from Debbie.
- Mr. Longacre has sold his property on Beach Dr. and closing is set for end of July.

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, needing minor edits by GM.
- Closing out Dept. of Energy grant program.
- The restructuring and standardization of the permitting forms and process continues.
- 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: No change
- July 21 SAC meeting will be a hybrid meeting held at the Treatment Plant.

COMMISSIONER REPORTS

Commissioner Way reported she will not be in town for the August 16 meeting. Commissioners Hart and Lundberg had nothing to report.

EXECUTIVE SESSION

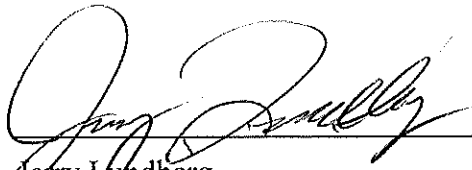
The Board went into a 10 minute Executive Session with General Manager Screws at 3:30 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). Action will be taken. At 3:40 p.m. the Board returned to regular session.

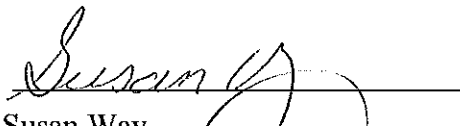
Resolution 961-21 General Manager Screws Employment Agreement

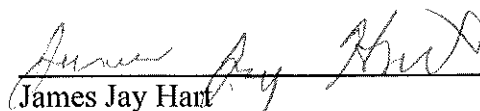
Approved 3-0

Adjourn

Commissioner Hart moved to adjourn the meeting at 3:42 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

