

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Microsoft Teams (Virtual Meeting)
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday December 6, 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
Amber Brooks, 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 Meeting Minutes of November 15, 2021
2. Approval of Vouchers WSUD #30132 through #30160 in the amount of \$78,452.13
3. Approval of Vouchers SKWRF #16742 through #16753 in the amount of \$40,749.21

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

BOARD DISCUSSION/ACTION

Board Discussion of Well Sites 1 & 5, Veterans Park

GM Screws informed the Board that staff continues doubling up for site visits Monday through Friday and shutting down the site over the weekends. He also stated he attended a virtual City of Port Orchard, City Council Meeting on November 23, 2021 which was rescheduled by the City from their normal meeting date based on a request from Kitsap County Commissioner Charlotte Garrido, of which one of the topics was the discussion relating to the Veterans Memorial Park concerns. He indicated that Kitsap County Commissioner Garrido did not attend the meeting.

Discussion ensued which included the City's concerns along with the concerns of the access, safety of WSUD staff, unsanitary conditions and protection of the two well heads and supporting

facilities. Operations Manager Tapia provided information in regards to some cleanup efforts being performed by the NW Hospitality Group in the area of the wellheads and District facilities.

Resolution 977-21, Adopting the SKWRF 2022 Annual Budget
Passed 3-0.

Resolution 978-21, Adopting the WSUD 2022 Annual Budget
Passed 3-0.

Resolution 979-21, Amending Water/Sewer Rates, Policies and Procedures
GM Screws went over the rate differences and showed Commissioner's the breakdown.
Passed 3-0.

Resolution 980-21, Amending Water/Sewer GFC's Rates, Policies and Procedures
GM Screws pointed out the change, that next year we will want to start this procedure in June instead of August.
Passed 3-0.

Resolution 981-21, Richmond American Homes, Pump Station Reimbursement Agreement
GM Screws went over that this is the reimbursement for the Sewer Lift Station on Baker and Phillips.
Passed 3-0.

Resolution 982-21, Richmond American Homes, Water/Sewer Extension Agreement
Passed 3-0.

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Continuing to work with PSE on the Conservation Grant Agreement. Year one of three will be complete in January. Energy management assessment set for 12/8/21.
- Continued work with Trane (ESCO) on the Sharples replacement. Planning replacement with FKC Rotary Drum Thickener. Had Teams meeting December 1, 2021 with Trane and RH2. Site visit from Trane was December 2, 2021. Progress, awaiting bid from RH2.
- We are currently having structural review done by engineers to determine capacity design for a piece of replacement equipment. Was told by the engineer I would have the deliverable (plan and technical memorandum) by Wednesday, November 17, 2021. Additional cross support beams needed, but no other structural required.
- Nutrient General Permit was released Wednesday, December 1, 2021, effective January 1, 2022. More sampling required but a reduction of sampling from the Draft Permit. No unknowns with the release of the Permit or additional optimization.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

CIP

- South Park Main Replacement: Project: final comments are with WSE, possible conflict with storm culvert, no updates.
- Powell Booster Station Engineering: HDR has approved the engineer. Engineering is completed and ready for bid. No updates.
- 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. Project has been pushed out because of permitting with WSDOT and the Fisheries.
- Eisenhower Main Replacement: Engineers' estimate came in at \$390,000.00. This is now a 2022 project. No new updates.
- Fircrest/Mile Hill Main replacement: Project is being reviewed, 2" galvanized to be replaced, no update.
- Olney Sewer replacement: HDR Engineering estimate came back high. Sent to WSE for review. Will start when other projects are returned to us.
- Well 21 Rehabilitation: We are running Hokkaido's pump and motor to obtain more data. Pump, motor and VFD have been ordered. Parts are being delivered to Hokkaido now.

CREW:

1. St. Vincent DePaul project will begin shortly w/Caseco. Waiting for City permit.
2. Water main flushing has been completed for the lower gradient. Upper will begin in early 2022.
3. Fred Meyer pump and panel are being installed now.
4. Manhole and water repair paving this week.
5. Crew is doing a survey of the e-one stations. The information is being put into Viewworks; there are 373 pumps.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Consumption was billed at 36m gallons, which is down 19% compared to November 2020.
- Revenue for November was \$297K for water, which is down 7% and we have added 9 new connections. Sewer was \$363K and we added 105 new connections which was Multi-family.
- We have 1,857 online customers paying, including 1,362 are autopay and final billing we have 23.
- Past due accounts are at 181 with the amount of \$104K, they are down 10% from the beginning of last month.
- Annual Census has been filed.
- Year end projects have began, such as purchase order clean up, reviewing of projects, book fixed assets, create new fiscal year and enter 2022 budget into Springbrook.

- Deena is going to be retiring December 17, 2021. We have reorganized tasks internally. Meanwhile her position was posted after last week's Board meeting and we have received 9 applications and scheduled 5 interviews for tomorrow.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Requested the Board move the first Board Meeting in January from January 3rd to January 10th and omit the second meeting of the month. Request is to accommodate GM Screw's planned vacation time (January 17th – 28th) and to allow for contract documents to be submitted the first week of the month in the new calendar year for the SKWRF DEC Project for the Rotary Drum Thickener. This will allow for document presentation to the Board for review and consideration on the January 10th.
- Work continues on restructuring of the District Developer permitting process.
- Staff is continuing to update and review the website.
- Working with HDR on completion of the Water System Plan FCS Group on the Rate Study.
- No updates on reclassification of some of the risk class employees to reduce L&I costs.
- A five minute Executive Session was requested to discuss District personnel performance per (RCW 42.30.110 (1) (g)). The Board was informed that action will be taken at the conclusion of the Executive Session.

COMMISSIONER REPORTS

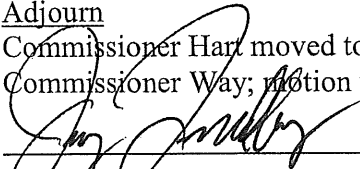
Commissioner Hart stated that he attended an Emergency Preparation Committee. Commissioner Way had nothing to report.

EXECUTIVE SESSION

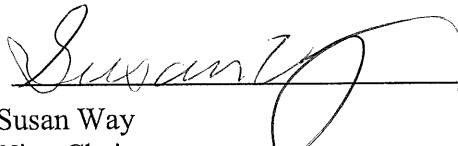
The Board went into a 5 minute Executive Session with GM Screws, Plant Manager Grabill and Attorney Ken Bagwell at 3:41 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(i). Action was taken. Board returned to regular session at 3:52 p.m. Commissioner Lundberg came back and stated that Meredith Ellringer's settlement was voted on 3-0.

Adjourn

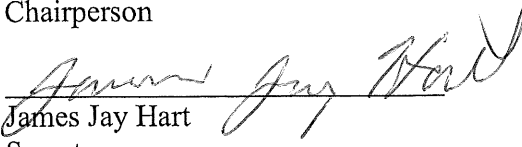
Commissioner Hart moved to adjourn the meeting at 3:54 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



 Jerry Lundberg
 Chairperson



 Susan Way
 Vice-Chairperson



 James Jay Hart
 Secretary

