

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 20, 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
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 December 6, 2021
2. Approval of Vouchers WSUD #30161 through #30203 in the amount of \$67,724.67
3. Approval of Vouchers SKWRF #16754 through #16770 in the amount of \$22,852.25

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. No substantial updates at this time.

Proclamation, Deena Carpenter

Passed 3-0.

Resolution 983-21, Hiring of Michaela Horishige for the Position of Accounting/Office Assistant

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. Bid from RH2 came in the same as KJ. Seeking a third bid. Structural review completed.
- 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 and reporting required but a reduction of sampling from the Draft Permit. Touched base with Engineers Mead & Hunt regarding Optimization Report due July 2022. Testing /trial run of YSI nutrient monitoring probes in MLSS basin.
- Finishing up 2021 reports, Work Orders and budgets for end of year.

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 started and pushed out to January 17, 2022 for gas relocate.
2. Fred Meyer pump and panel are installed and working well.
3. Paving locations are completed.
4. Crew is doing a survey of the e-one stations. The information is being put into Vueworks; there are 373 pumps.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- L&I rates have increased putting administrative at 17% and the crew at 26%. The UI rates are at 61%, 0.36-0.58 and PFML at 50%, 0.4-0.6.
- Finance is reconciling November's books. AP will be closing this Wednesday, December 22, 2021 for the year. We have had several invoices this month for AP.
- Past due accounts are at 127 with the amount of \$84K, they are down 20% from the last report.
- We are working on entering the new budget for the new year for chart of accounts.
- For end of year we are working on purchase order clean up and rollovers.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Reminder the first Board Meeting in January was moved from January 3rd to January 10th and the second meeting of the month has been omitted. Asked the Board if they wanted to meet in person at the next Board meeting and at this time they want to wait until after the holidays to see the numbers.
- Work continues on restructuring of the District Developer permitting process.
- Staff is continuing to update and review the website.
- Continuing working with HDR on completion of the Water System Plan FCS Group on the Rate Study. Provided some updated information relating to the adoption of the rate changes for water and sewer. The preliminary rate structure being evaluated is currently projected as follows:
Sewer: Annual increase from 2023 through 2030 of 3.5% which considers annual inflation factor.
Water: Annual increase 2023 through 2025 of 6.8% and then from 2026 through 2030 of 3.5%. increase considers annual inflation factor.
- No updates on reclassification of some of the risk class employees to reduce L&I costs. I will anticipate this will not occur until 2022.
- No Executive Session is requested.
- Wish everyone a Merry Christmas and look forward to continued progress within the District in the New Year.

COMMISSIONER REPORTS

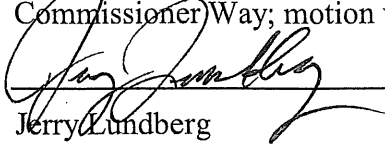
Commissioner Hart stated that he attended an Emergency Preparation Committee.
Commissioner Way had nothing to report.

EXECUTIVE SESSION

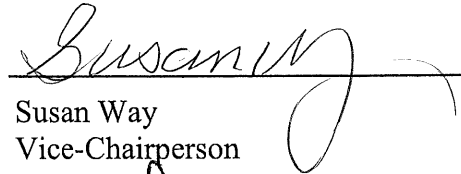
No Executive Session is requested.

Adjourn

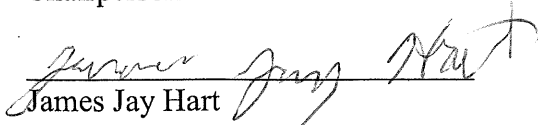
Commissioner Hart moved to adjourn the meeting at 3:35 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

