

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 January 10, 2022 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

Tom Bozeman, Robison Plumbing, addressed the Board of Commissioners when the Board opened the floor to Public Comments on Non Agenda Items. Mr. Bozeman addressed the Board to request a reduction or elimination of an invoice received for damaged District Property. Mr. Bozeman stated that one of his plumbers was at a site located at 3691 Colonial Lane SE and needed to turn the water off to do repairs and when trying to turn the water off the top of the valve broke, per their plumber. The broken valve required the crew to go out and replace the valve and costing which was invoiced to Robison Plumbing.

Mr. Bozeman also requested a consideration for a policy change relating to operating District Facilities, specifically stops on Meter Setters. Mr. Bozeman provided general information and expressed that licensed plumbers have sufficient knowledge and experience in operating these types of devices for turning the water supply off and on from District Facilities. He also indicated that other area utilities do not have issue with licensed plumbers performing this kind of work activity with entity facilities. The Board of Commissioners indicated they did not see a need for policy change at this time.

The Board directed that GM Screws review the provided information and policies and provide the Board a recommendation. GM Screws indicated he would review the information and speak with involved staff and will provide a recommendation at the next Board Meeting.

CONSENT AGENDA

1. Approval of the Regular Meeting Minutes of December 20, 2021
2. Approval of Vouchers WSUD #30204 through #30237 in the amount of \$80,754.38
3. Approval of Vouchers SKWRF #16770 through #16788 in the amount of \$33,046.85

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 Confirmation of Retaining Current Appointment of Officers

Continue another 2 years.

Board Discussion Resolution 880-20, Emergency Declaration

GM Randy Screws recommended no changes at this time due to Covid19 numbers spiking with this new variant.

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. John Tapia mentioned that they did bring containers to the site for needle disposal.

Resolution 984-22. Amending Resolution 979-21 Exhibits

Passed 3-0.

Resolution 985-22. Amending Resolution 980-21 Exhibits

Passed 3-0.

Resolution 986-22. Authorizing Purchase of a 2022 Nissan Frontier Utility Vehicle

Passed 3-0.

Resolution 987-22, Authorizing Purchase of Automated Flagging Equipment

Passed 3-0.

Resolution 988-22, Authorizing Purchase of 2005 F-650 Boom Truck

Passed 3-0.

Resolution 989-22, Confirming Step Increase, WSUD Employee

Passed 3-0.

Resolution 990-22, Confirming Step Increase, WSUD Employee

Passed 3-0.

Resolution 991-22, Confirming Step Increase, WSUD Employee

Passed 3-0.

Resolution 992-22, General Manager's 2022 Salary Adjustment
Passed 3-0.

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Continues work with PSE on Conservation Grant Agreement. Year one of three should be complete this month. We were able to save 10.1% (178,722 kWh) in 2021. Our goal was 7%, that is around \$16,800 in energy savings.
- Continued work with Trane (ESCO) on the Sharples replacement. Planning replacement with FKC Rotary Drum Thickener. Structural review completed. Site visit scheduled for this Friday with BHC Engineers.
- Nutrient General Permit was released Wednesday the 5th, effective January 1, 2022. Testing /trial run of YSI nutrient monitoring probes in MLSS basin.
- Did not float away last week with all the weather and high tides, obviously.

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: Meeting with HDR on January 11, 2022 about Engineering addendum.
- 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 updates.
- Olney Sewer replacement: HDR Engineering estimate came back high. Sent to WSE for review. Will start when other projects are returned to us, no updates.
- Well 21 Rehabilitation: We are running Hokkaido's pump and motor to obtain more data. Pumps, pipes and VFD are in route. First part of April 2022 for completion.

CREW:

1. St. Vincent DePaul project started and pushed out to January 17, 2022 for gas relocate.
2. Crew is doing a survey of the e-one stations. The information is being put into VUEworks, there are 373 pumps with minor fixes being completed.
3. Snow clean up this last week.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Consumption was billed at 31m gallon, which is up 10%.
- December revenues for water was \$271K, up 5% and we added 18 new 1" connections; sewer was \$382K, up 8.6%.
- There were 1559 online payments which included 1136 auto pay customers. We final billed 41 customers.
- As of today, past due accounts are at 92k, which comes down to 181. We are going to be starting the process of penalty fees this month for past due accounts and customer's that did not keep their payment promise.
- Welcome our new full time Accounting Assistant Michaela. She has an accounting degree with experience. She has been training with Customer Service on the basics, Quarterly filing and AP accrual.
- Janet took over Deena's tasks for billing, final billing and the consumption reports. Amber has been taking care of the Board Meetings.
- January is the busiest month for Finance, especially since we were closed last week due to the snow. All EE and PR rates and benefits will be updated. All worksheets need to be updated, accrual and revised for Accounts Payable. We are working on getting 2021 invoices from the departments, so we can take care of the internal fund transfer.
- Working on calculating year end accrued compensations for absences and make extra VEBA contribution for qualified employee's from their sick leave.
- Review budget in Springbrook and chart of accounts.
- Working on year end project for capitalization and calculate 2020 depreciation.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Well 1 & 5 Well Site: Staff continues to double up for site visits Monday through Friday and shutting down the site over the weekends. No substantial updates at this time.
- Work continues on restructuring of the District Developer permitting process.
- Staff is continuing to update and review the website.
- Continue working with HDR on completion of the Water System Plan FCS Group on the Rate Study. Conference call with HDR is scheduled for tomorrow, January 10, 2022.
- No updates on reclassification of some of the risk class employees to reduce L&I costs.
- Filing of medical 1095-B and OSHA Injury information. The District did not have any reportable injuries for 2021.
- Reminder I will be out of the office until January 31, 2022.
- Executive Session is requested for 15 minutes to discuss District personnel performance (RCW 42.30.110 (1) (g)). Action will be taken after Executive Session.

COMMISSIONER REPORTS

Nothing to report.

EXECUTIVE SESSION

The Board went into a 10 minute Executive Session with GM Screws and Commissioners at 3:50 p.m. to discuss District personnel performance (RCW 42.30.110 (1) (g)). Action will be taken after Executive Session. Board returned to regular session at 4:00 p.m. Commissioner Lundberg moved to approve Step Increases for Amber Brooks, Erik Roloff, Joy Ramsdell and GM Randy Screws salary adjustment, passed 3-0.

Adjourn

Commissioner Hart moved to adjourn the meeting at 4:05 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.

Absent to sign

Jerry Lundberg
Chairperson

James Jay Hart
James Jay Hart
Secretary

Susan Way
Susan Way
Vice-Chairperson

[Signature]