

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 February 7, 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, Accounting/Office Assistant

The meeting was called to order by Commissioner Way at 3:07 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of January 10, 2022
2. Approval of Vouchers WSUD #30238 through #30261 in the amount of \$53,073.57
3. Approval of Vouchers SKWRF #16789 through #16802 in the amount of \$31,953.77
4. Approval of Vouchers WSUD #30262 through #30294 in the amount of \$68,811.94
5. Approval of Vouchers SKWRF #16803 through #16825 in the amount of \$41,447.86
6. Approval of Vouchers WSUD #30295 through #30318 in the amount of \$101,302.78
7. Approval of Vouchers SKWRF #16826 through #16839 in the amount of \$12,123.06
8. Approval of January Payroll in the Amount of \$219,651.60

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 Resolution 880-20, Emergency Declaration

GM Randy Screws recommended no changes at this time and revisit in March.

Follow Up Discussion, Robinson Plumbing, 3691 Colonial Lane SE

GM Randy Screws recommended after reviewing the Resolution, that we can remove the materials fee to bring the cost down.

Board Discussion of Well Sites 1 & 5, Veterans Park

GM Screws informed the Board that there are not any substantial changes at this time. John Tapia mentioned no changes as well.

Resolution 993-22, SKWRF Thickening Centrifuge Replacement Project, GM Signing Authority
Passed 3-0.

Resolution 994-22, Modifying Educational and Training Policies
Passed 3-0.

Resolution 995-22, Authorizing Equipment Purchase, Conifer Park Lift Station Pump
Passed 3-0.

Resolution 996-22, HDR Engineering Scope of Services Amendment, Powell Booster Station
Passed 3-0.

Resolution 997-22, DEC, Brixx Development, LLC., Overlook Apartments Phase II
This Resolution was tabled until next meeting due to Overlook not getting their bond to us in time.

Resolution 998-22, Contract Amendment for Repair of the Mitchell Road SE Sewer Main
Passed 3-0.

Resolution 999-22, Step Increase, WSUD Operations Manager
Passed 3-0.

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Continues work with PSE on Conservation Grant Agreement. Year one of three completed 02/02/2022. Two more years to go.
- Continued work with Trane (ESCO) on the Sharples replacement. Awaiting documents for approval and signature to proceed. Initial scheduling appears to be a 2023 early year completion.
- Currently sampling per General Nutrient Permit, although no way to report through DOE yet.
- Applied for Grant funding through Department of Ecology Nutrient Permit Grant Program to assist with some of the new requirements of the new GNP.
- Made permits for January, it was a rough one. Lots of snow melt and high tides put us in an amazing situation that we were able to overcome.

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: Addendum for project received. This is for offsite pipe abandonment and upsizing.

- 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, possible development going in, it may change the scope of the project.
- 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, pipe and VFD received (waiting on a circuit board) First part of April for completion. Possible power issue out on the site. Waiting to hear back from Western Electric so they can test the site for us.

CREW:

1. St. Vincent DePaul project started and pushed out again for gas relocate.
2. Crew continues on e-one survey information.
3. Upper gradient flushing has started. Could take a month or so to complete.
4. Boom truck should be ready next week.
5. Received our automated flagging stations.
6. Water meter replacements have started w/commercial meters first.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Consumption was billed at 38m gallon, which is up 4%.
- January revenues for water was \$317K, up 8% and we added 37 new water connections, which brought that to nearly 300K; sewer was \$391K, up 10% and we added 9 new sewer connections.
- There were 1625 online payments which included 1425 auto pay customers. We final billed 55 customers.
- Continue working on year end. The goal is to complete all adjustments so we can close the books at the end of this month. I hope to not have any more invoices for 2021 after February 16th.
- Unclaimed property from Cues \$44K.
- With Michaela joining, we reassigned tasks in departments. We will be focusing on more training this month. Amber will be learning more Customer Service, including billing, final billing, past dues and shut offs. Michaela is learning the Plant Payroll and District AP and JE. Janet has been helping with the training.
- January is the busiest month for Finance, but the team worked hard together to get all tasks completed.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Board Discussion, Resolution 880-20, Emergency Declaration

- Board Discussion, Resolution 880-20, Emergency Declaration Recommend keeping in place and revisit at the next Board Meeting.
- Follow Up Discussion, Robison Plumbing ,3691 Colonial Lane SE
 - After discussion with staff and review of District Policy, recommended relief of elimination materials cost for the repair.
- Update, Well 1 & 5 Site Area, Veterans Park
 - Staff continue doubling up for site visits Monday through Friday and shutting down the site over the weekends. No substantial updates at this time.
- Resolution 997-22, DEC, Brixx Development, LLC., Overlook Apartments Phase II
 - GM requested this to be tabled as Developer did not provide all required DEC Documents.
- Work continues on restructuring of the District Developer permitting process.
- Work continues on reviewing and updating the website.
- 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. Scheduled meeting with FCS Group to go over the Financial Chapter for the Water System Plan and to review initial cost of service analysis on water and sewer.
- No updates on reclassification of some of the risk class employees to reduce L&I costs.
- Executive Sessions requested for 15 minutes to discuss District personnel performance (RCW 42.30.110 (1) (g)). Informed Board action will need to be taken after Executive Session.

COMMISSIONER REPORTS

Commissioner Hart stated that 2 weeks ago he attended WASWD Section 2 Meeting.

EXECUTIVE SESSION

The Board went into a 15 minute Executive Session with GM Screws and Commissioners at 3:48 p.m. to discuss District personnel performance (RCW 42.30.110 (1) (g)) and/or pending litigation (RCW 42.30.110 (1)(i)). Action will be taken after Executive Session. Board returned to regular session at 4:03 p.m. Commissioner Lundberg moved to approve Step Increases for WSUD Operations Manager, 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

 Jerry Lundberg
 Chairperson

Susan Way

 Susan Way
 Vice-Chairperson

James Jay Hart

 James Jay Hart
 Secretary

[Signature]

<i>Check Date:</i>										
January 13, 2022										
Batch No.	92801	Total	92501	92601	93001	93301	Total			
BVA No.	001-2022		001-2022	002-2022	003-2022	004-2022				
Total	\$ 31,953.77	\$ 31,953.77	\$ 27,235.03	\$ 11,663.83	\$ 13,963.60	\$ 211.11	\$ 53,073.57			\$ 85,027.34
Starting Voucher No.	16789		30243	30238	30259	30261				
Ending Voucher No.	16802		30258	30242	30260	30261				
JE No. AP										
JE No. Blended										
JE No. Computer Cks										
<i>Board Meeting Date:</i>										
February 7, 2022										
<i>Check Date:</i>										
January 27, 2022										
Batch No.	92802	Total	92502	92602			Total			
BVA No.	002-2022		005-2022	006-2022						
Total	\$ 41,447.86	\$ 41,447.86	\$ 64,502.48	\$ 5,309.46			\$ 69,811.94			\$ 111,259.80
Starting Voucher No.	16803		30270	30262						
Ending Voucher No.	16825		30294	30269						
JE No. AP										
JE No. Blended										
JE No. Computer Cks										
<i>Board Meeting Date:</i>										

