

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 22, 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
Michaela Horishige, Accounting/Office Assistant

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 February 7, 2022
2. Approval of Vouchers WSUD #30323 through #30360 in the amount of \$75,739.94
3. Approval of Vouchers SKWRF #16840 through #16859 in the amount of \$22,424.35
4. Approval of February Payroll in the Amount of \$196,822.56

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

BOARD DISCUSSION/ACTION

Resolution 997-22, DEC, Brixx Development, LLC., Overlook Apartments Phase II

This Resolution was tabled until next meeting due to Overlook not providing the required Pay and Performance Bond.

Resolution 1000-22, Modifying Small Works and Consulting Services Processes

Passed 3-0.

Discussion regarding vehicle shortages and a consensus opinion from the Board as to spending monies not identified within the 2022 Water/Sewer Capital budgets to procure a currently available vehicle for replacement of a vehicle defined to become a surplus vehicle in 2023. A Resolution and documentation will be provided to the Board for consideration at the next Board Meeting.

Personal property removal from District Property. Concerns were discussed and presented to the Board regarding personal property left at District sites. No action taken.

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. 2022 Workshop to begin shortly.
- Continued work with Trane (ESCO) on the Sharples replacement. WSUD approved Investment Grade Audit on February 7, 2022. DES provided Funding Authorization on February 14, 2022. IGA kick off will be February 18, 2022. Create Basis of Design began 2/21/2022- 3/18/2022, it is a 20 Day process. Basis of Design is what will be sent to Ecology for approval.
- Currently sampling per General Nutrient Permit, Applied for grant funding through Department of Ecology Nutrient Permit Grant Program to assist with some of the new requirements of the new GNP.
- NPDES Reports, Working with the City and District on the Industrial Users Survey. Outfall inspection in the works.

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: Project has been pushed out because of permitting with WSDOT and the Fisheries. No change.
- 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 main relocation.
2. E-one survey has been completed.
3. Upper gradient flushing has started. Could take a month or so to complete.
4. Boom truck should be delivered this week.
5. Water meter replacements have started with commercial meters.

6. Water meter replacements have started w/commercial meters first.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Staff did a great job while I was on vacation last week, taking care of Auto pay, ACH and AP closing went smoothly.
- Reconcile January book and continuing year-end adjustments.
- As of today there are 88 past due accounts in the amount of \$60K.
- Michaela finally got the county to give her access to Work Day. She has been learning fast and blending well with the team.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- 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.
- Work continues on restructuring of the District Developer permitting process.
- Work continues on reviewing and updating the website.
- Continue working with HDR Engineering on completion of the Water System Plan and 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 determination on reclassification of some risk class employees to reduce L&I costs. L&I has confirmed receipt of the request for determination and has indicated it is in the review process.

COMMISSIONER REPORTS

Commissioner Lundberg, Way and Hart had nothing to report.

Adjourn

Commissioner Hart moved to adjourn the meeting at 3:25 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]

