

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building & Microsoft Teams (Hybrid Meeting)
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday August 16th, 2021 at 3:00 p.m.

Chairperson: Jerry Lundberg
Vice Chairperson: Susan Way (Absent)
Commissioner: James J. Hart (Virtual)

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Ken Bagwell, Attorney (Virtual)
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 Board Meeting Minutes of August 2nd, 2021
2. Approval of Vouchers WSUD #29858 through #29894 in the amount of \$118,471.00
3. Approval of Vouchers SKWRF #16604 through #16618 in the amount of \$27,654.94
4. Approval of August Payroll in the Amount of \$192,089.41

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 2-0.

BOARD DISCUSSION/ACTION

Discussion: Sedgwick Water Mail Relocation. GM Screws update the Commissioners on the preliminary engineering estimates. Staff recommends to use the Baker/Clover Valley Rd loop option. It will also replace a water main line that is at the end of life. The project will go out to bid end of September beginning of October and job must be completed by February 2022. Motion was made to move forward with the with the Baker/Clover Valley Rd option by Commissioner Hart, seconded by Commissioner Lundberg. Motion passed 2-0

Resolution 965-21, Hiring Accounting/Office Assistant Michael O'Leary
Passed 2-0.

Resolution 966-21, DEC Acceptance, Prestige Mini Storage
Passed 2-0

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Many summer in house summer projects on going.
- No new updates on the Sharples project
- We notified ESCO to move forward with IGA (Investment Grade Audit). This is a no cost audit unless we decide to move forward with them.
- Continuing to work with PSE on the Conservation Grant Agreement. Completed one workshop last week with 2 more scheduled this month.'
- Utilizing the summer temp help from West Sound Workforce and it is working well.
- Set to begin receiving leche.
- Working on the 2022 Budget.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park Main Replacement: Our finals are with WSE. A possible conflict with storm culvert. No Updates.
- Powell Booster Station Engineering: The project design should be back to us by the end of September. No new 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. The project has been sent to West Sound Engineering. We met with the engineer and went over different options and cost. Design for Baker Road is underway.
- Eisenhower Main Replacement: Plans with comments are back with West Sound Engineering for review. No new updates.
- Fircrest/Mile Hill Main Replacement: Project is being reviewed and 2" galvanized line needs to be replaced. No new updates.
- Olney Sewer Replacement: HDR engineering estimate came back high. We sent the project over to WSE for review.
- Well 21 Pump and Motor Replacement: We are continuing to run Hokkaido's pump and motor and collecting the data for our hydrogeologist. Robinson and Noble have new data and Bill is awaiting their report

Crew:

- Fred Meyer Lift Station and Control Upgrade: Pump and panel have been ordered.
- Working on the Madrona Lift Station upgrade options.
- 2022 Budget work continues.
- The flow meters have been delivered for Orchard Bluff and Sinclair Lift Stations
- New flight pump ordered for Crownwood. Delivery is a couple weeks out.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Completed MSRB annual filing and SKWRD midyear budget review
- Continuing to work on the 2022 Budget
- No Retro refund this year. Fee is now higher since management firm was changed last year.

- The new County Workday system has Finance Manager Ramsdell working blind. She is not able to check fund balances or activities. The County is planning to send out weekly reports next month. Staff is adapting to the new AP and we were able to find some work arounds to get reports by funds but we are still waiting for some requests to be solved.

GENERAL MANAGER’S REPORT

General Manager Screws reported:


- Working on updating website.
- Working with Staff on the 2022 Budget.
- FCS Group for the Rate Study. A meeting was held with HDR and FCS Group on August 4th with Commissioner Hart in attendance. The water modeling with HDR is almost completed. FCS is adding long range planning into it.
- Long Term Care Update: Gallagher Insurance has provide a webinar for WSUD employees to attend. Four different dates are being made to the employees and registration info has been sent out.

COMMISSIONER REPORTS

Commissioner Hart attended the rate study session. He also attended a webinar for funding low income households. He would like to see the Association join the group. Commissioner Lundberg had nothing to report.

Adjourn

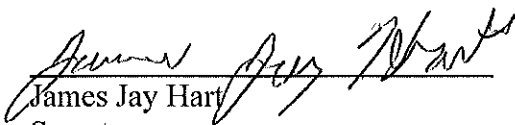
Commissioner Hart moved to adjourn the meeting at 3:29 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 2-0.



 Jerry Lundberg
 Chairperson

ABSENT

 Susan Way
 Vice-Chairperson



 James Jay Hart
 Secretary

