

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Microsoft Teams (Virtual Meeting)
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday September 7th, 2021 at 3:00 p.m.

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

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Ken Bagwell, Attorney

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 16th, 2021
2. Approval of Vouchers WSUD #29895 through #29947 in the amount of \$91,100.60
3. Approval of Vouchers SKWRF #16618 through #16646 in the amount of \$50,567.49

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

BOARD DISCUSSION/ACTION

Discussion: Resolution 880-20, Emergency Declaration: GM Screws recommended based on current spike in cases within Kitsap County the Board sustain the Resolution for another month. The Board of Commissioners concurred.

Resolution 967-21, DEC Acceptance of Water/Sewer Utilities Inside/Outside Sedgwick Multifamily Development

Passed 2-0.

Resolution 968-21, Adopting Policy Revisions pertaining to Sec 6.1.4 and 9.14 of the Administrative Code

Passed 2-0

Resolution 969-21, Amending the District's 2021 Budget for Funding a Water Capital Project

Passed 2-0

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Continuing to work with PSE on the Conservation Grant Agreement. Year one of three.
- Continued work with Trane (ESCO) on the Sharples replacement. Planning replacement with another piece of equipment for our solids thickening. Looking at the 2022 budget for this.
- Completed SKWRF Capital projects for the year. Ongoing in house projects continue.
- SKWRF is again on the list for 2020 Outstanding Wastewater Treatment Plant Awardees. There is approximately 126 of more than 300 plants that made the list this year
- Work on the 2022 Budget continues.

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:

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

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Statistical Information: Billed consumption was up 14.5% from August 2020. August billed Sewer revenue is the same as August 2020 with 4 new connections and Water revenue is 8.6% up from August 2020. One thousand, five hundred seventy six customers used our online payment system last month and 51 accounts were final billed with change of ownership.
- Continuing to work on the 2022 Budget.

- We are adapting to the County's new system. We have already processed two batches and a 3rd one is on the way. We are using Excel to track fund transactions and balances this month.
- Three Administrative staff member have tested positive to Covid-19. One staff member is back to work while two are still out.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Work continues on restructuring of the District's Developer permitting process.
- Staff continues reviewing and updating the website.
- Work on the 2022 Budget continues.
- Due to incidences of positive test results in the Administration office, we are running split shifts and the lobby is closed to the public for an undetermined time.

COMMISSIONER REPORTS

Commissioner Lundberg and Way had nothing to report.

EXECUTIVE SESSION

The Board went into a 10 minute Executive Session with General Manager Screws at 3:16 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). Action will be taken. At 3:26 p.m. the Board returned to regular session.

Resolution 970-21 Approval of Salary/Step Increase Marty Grabill

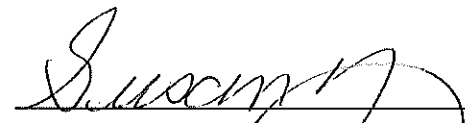
Passed 2-0

Adjourn

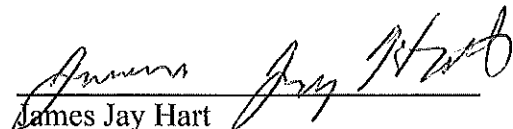
Commissioner Way moved to adjourn the meeting at 3:28 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 2-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

