

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 September 20th, 2021 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
Deena Carpenter, Customer Service Representative

The meeting was called to order by Commissioner Lundberg at 3:05 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of September 7, 2021
2. Approval of Vouchers WSUD #29948 through #29980 for \$70,278.37
3. Approval of Vouchers SKWRF #16647 through #16660 for \$11480.86
4. Approval of September Payroll in the Amount of \$186,467.52

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

BOARD DISCUSSION/ACTION

Resolution 971-21, Approving DEC for Water/Sewer Utilities Inside/Outside Payseno Lane Phase 1 Multi Family Apartments
Passed 3-0.

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. No additional update.

- Completed SKWRF Capital projects for the year. Ongoing in house projects continue.
- The proposed 2022 Budget for SKWRF completed.
- The new scum pit pump is operating effectively.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- Eisenhower Main Replacement: Engineers' estimate came in at \$390,000.00.
- Sedgwick Water Main/Culvert Project: Estimate has come in at \$2.2 million and the project is ready to go out to bid.
- Fircrest/Mile Hill Main Replacement: Project is being reviewed and 2" galvanized line needs to be replaced. No new updates.
- Well 21 Pump and Motor Replacement: We are continuing to run Hokkaido's pump, motor, and collecting the data for our hydrogeologist. The pump and motor have been ordered.

Crew:

- Madrona Lift Station is being fitted with e-one pumps for a temporary fix.
- Fred Meyer Lift Station and Control Upgrade: The pump and panel have been ordered.
- 2022 Budget work continues.
- Crew repaired and replaced 13' deep sewer main on Castlewood last week.
- Maintenance work continues. The pump station check valves are being cleaned and exercised.
- Valve repair on Jackson: The job will require the road to be shut down and traffic on Jackson detoured from 7:00 a.m. to 5:00 p.m.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- We are adapting to the County's new software system and processes are running smoother.
- Maintained business operation during the staff shortage although some work still needs to be caught up.
- All ill staff are now back at work. Staff is rotating with half working from home and the other half in the office. Both groups will be back to one shift in the office on October 1st.

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. The SKWRF 2022 budget is complete and WSUD budget is approximately 70% complete.
- Due to incidences of positive test results in the Administration office, we are running split shifts and the lobby will remain closed to the public for an undetermined amount of time.
- GM Screws reminded the Commissioners of the SAC virtual meeting scheduled for September 22nd, 2021.

COMMISSIONER REPORTS

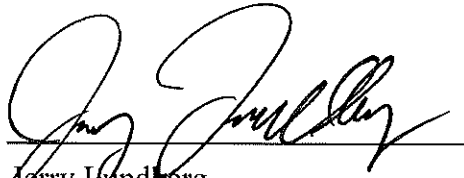
Commissioner Lundberg, Hart and Way had nothing to report.

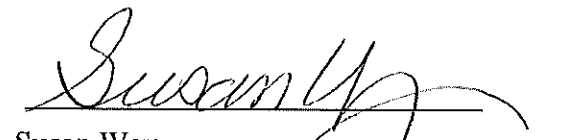
EXECUTIVE SESSION


The Board went into a 10 minute Executive Session with General Manager Screws at 3:18 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). No action will be taken. At 3:28 p.m., the Board returned to regular session.

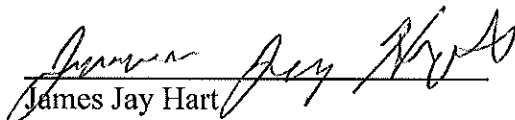
Adjourn

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


Jerry Lundberg
Chairperson


Susan Way
Vice-Chairperson




James Jay Hart
Secretary