

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 October 4th, 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
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 Special Meeting Minutes of September 20, 2021
2. Approval of the Regular Board Meeting Minutes of September 20, 2021
3. Approval of Vouchers WSUD #29981 through #30014 for \$55,732.60
4. Approval of Vouchers SKWRF #16661 through #16675 for \$10,073.23

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

BOARD DISCUSSION/ACTION

Board Discussion of Resolution 880-20 Emergency Declaration

Due to the slow decline in Covid-19 cases, GM Screws recommended the Board sustain the Resolution for another month. The Board of Commissioners concurred.

GM Screws presented the WSUD 2022 Budget Message along with the preliminary Water and Sewer Budget for review.

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.
- We are currently having structural review done by engineers to determine capacity design for a piece of replacement equipment. An update should be coming in this week.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park Main Replacement: Our final comments are with WSE.
- Sedgwick Water Main/Culvert Project: The project is on the Builder's Exchange with bid opening October 25th.
- Eisenhower Main Replacement: Engineers' estimate came in at \$390,000.00. This is now a 2022 project.
- 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 have sent it off to WSE for review. The project is set to begin when other projects have been returned to us.
- 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 are ordered. Hokkaido is having a difficult time finding black iron pipe.

Crew:

- Madrona Lift Station is being fitted with e-one pumps for a temporary fix.
- Fred Meyer Lift Station and Control Upgrade: No new updates
- 2022 Budget work continues.
- The sewer main running down Mitchell has settled. Looking for quotes for repairing the line in front of St Vincent de Paul Thrift Store.
- Working on a roundabout project on Harold and Lundberg with the City of Port Orchard. A fire hydrant will need removal by us.
- Valve and water main repair on Jackson Ave. was completed.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- September statistical information: Billable consumption was up 15% for September 2020. Sewer was up 7.3% and Water was up 11%. There are 319 accounts that are in shut off status. The first notice went out October 1st the second and final shut off notice will go out next week.
- All Admin staff have received training to help customers with payment and making payment plans. The phones are very busy with large payments being processed.
- Working on 3rd Quarter reports and unclaimed property reports. Both are due this month.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Received a thank you card commending the crew on great communication and professionalism during the Jackson Water main repair.

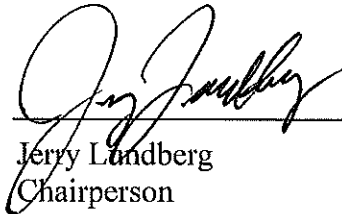
- Notice to proceed on the Salmonberry culvert project. Bid opening is scheduled October 25th.
- Work continues on restructuring of the District's Developer permitting process.
- Staff continues reviewing and updating the website.
- HDR water system plan will have fire suppression data this week, as we continue working with FCF on the rate study.
- Per the Commissioners request, the October 11th, Special Meeting is to be held virtually to review the WSUD 2022 Budget.

COMMISSIONER REPORTS

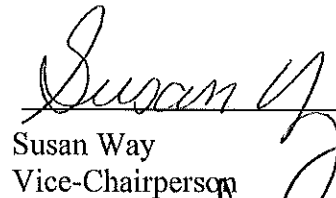
Commissioner Lundberg, Hart and Way had nothing to report.

Adjourn

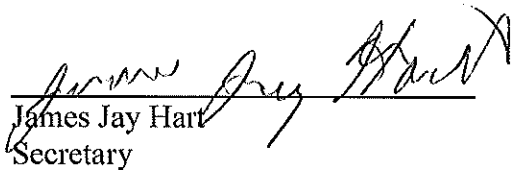
Commissioner Hart moved to adjourn the meeting at 4:24 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

