

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 18<sup>th</sup>, 2021 at 3:00 p.m.

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

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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 the Regular Meeting Minutes of October 4<sup>th</sup>, 2021
2. Approval of the Special Board Meeting Minutes of October 11<sup>th</sup>, 2021
3. Approval of Vouchers WSUD #30015 through #30063 for \$118,370.26
4. Approval of Vouchers SKWRF #16676 through #16697 for \$56,540.74
5. Approval of October Payroll in the Amount of \$183,303.29

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

BOARD DISCUSSION/ACTION

Board Discussion of Well sites 1 & 5, Veterans Park

GM Screws presented to the Board the homeless camp located at well sites 1 & 5. The property is owned by Kitsap County and is within the City limits. The homeless living in the area are becoming more aggressive and territorial. They are blocking entrances with garbage, shopping carts and most recent a vehicle that needed to be towed away. Many from the camp came and were beating on the tow truck and the Port Orchard Police had to be called to assist in getting the vehicle removed. Aggressive behavior has been shown toward our Staff while they are making the required rounds.

Due to the aggressive behavior Staff is doing their rounds in groups of twos for their safety. There is not adequate staffing to cover weekend inspections and samples so the well sites are shut down. GM Screws was directed to contact City of Port Orchard Police Department to accompany the staff for their protection and safety when making their daily rounds at these sites due to the aggression and the area is heavily wooded. The Board also directed the GM to continue to communicate with the City as to how they are working with the County to find a remedy and solution.

Resolution 973-21, Material Purchase for Well 21

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. Next scheduled meeting is tomorrow October 19<sup>th</sup>.
- 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. We are looking for an update this week.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park Main Replacement: Our final comments are with WSE. There is a possible conflict with a storm culvert.
- Sedgwick Water Main/Culvert Project: The project has been pushed out because of permitting with WDOT and Fisheries.
- 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 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, motor and VFD is also ordered. The black pipe will be ordered with approval of Resolution 973-21.

Crew:

- Madrona Lift Station is being fitted with e-one pumps for a temporary fix.
- Fred Meyer Lift Station and Control Upgrade: pump and panel have been ordered
- The St Vincent de Paul project will begin shortly with Caseco.
- Working on a roundabout project on Harold and Lundberg with the City of Port Orchard. A fire hydrant will need removal by us. Comments by us were sent over to City of Port Orchard.

- Flow meters have been installed at Orchard Bluff and Sinclair. We are working on getting the flow information in real time through mission control.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- We have resumed the shut offs for non-pay. Last Wednesday we shut off 79 accounts, and all but 10 accounts have had services restored by making a payment and payment arrangements to get the outstanding paid. The entire Department worked together and the process went smoothly. Debbie worked closely with Springbrook exploring and improving the process. She did a great job leading the shut off process.
- Third quarter reports have been filed and we claimed over \$6,000 for Covid-19 credit with the IRS.
- Annual unclaimed property report was submitted.

GENERAL MANAGER’S REPORT

General Manager Screws reported:

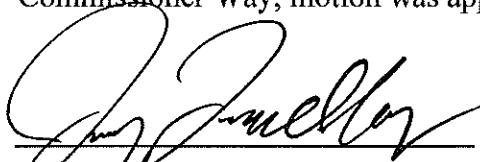
- Work continues on restructuring of the District’s Developer permitting process. Our goal is to make it as self-servicing as possible.
- Working with HDR on completion of the water system plan. This will facilitate completion of the Rate Study by FCS Group. The revised Capital Plan will be provided this week to HDR and FCS Group
- Staff continues reviewing and updating the website.
- Work on the 2022 Budget by staff has been completed with the exception to the revised Capital Plans for WSUD water and sewer. A budget work-study session is scheduled for October 25<sup>th</sup> at 1:00 p.m. to review the Capital Program changes.
- Reminder there is a Zoom SAC meeting Wednesday October 20<sup>th</sup>
- No Executive Session is requested for today’s meeting.

COMMISSIONER REPORTS

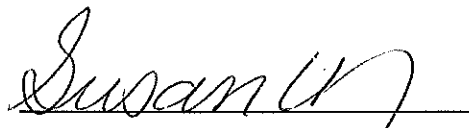
Commissioner Lundberg, Hart and Way had nothing to report.

Adjourn

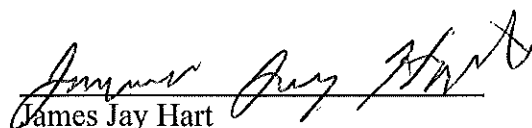
Commissioner Hart moved to adjourn the meeting at 3:45 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



Jerry Lundberg  
Chairperson



Susan Way  
Vice-Chairperson



James Jay Hart  
Secretary

