

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 November 1st, 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 the Regular Meeting Minutes of October 18th, 2021
2. Approval of the Special Board Meeting Minutes of October 25th, 2021
3. Approval of Vouchers WSUD #30064 through #30090 for \$124,043.71
4. Approval of Vouchers SKWRF #16698 through #16722 for \$36,069.79

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, Resolution 880-20, Emergency Declaration

GM Screws went over the Covid numbers continuing to be high in Kitsap County. The recommendation was made to continue with sustaining the resolution and also to continue to revisit once a month.

Board Discussion of Well sites 1 & 5, Veterans Park

GM Screws updated the Board on the homeless encampments located at the Veterans Memorial Park where well sites 1 & 5 are located. GM Screws indicated that the homeless living in the area are aggressive to staff at times and territorial as was mentioned before to the Board.

Routinely site access has blockages with shopping carts and other debris which has to be removed for access. Due to the aggressive behavior, police escorts have been requested. Staff continues performing the required site rounds in groups of two's for their safety. It was reported that there is not adequate staffing to cover weekend inspections and samples without undue overtime costs to the District and as such, the well sites are shut down over the weekends.

GM Screws stated that October 18th, 2021 The City of Port Orchard escorted our workers onto the property but can no longer as they do not have adequate staff to accommodate our needs. It was recommended that the District acquire private security and contact Kitsap County Sheriff's office as the property is County Property. GM Screws indicated he had sent an email to Kitsap County Sheriffs Office on October 25th requesting contact to discuss situation and escorts. No response to the request has been provided.

Commissioner Lundberg stated that he was going to reach out to Mr. Baker, Policy Manager for Kitsap County this week to discuss the issue. Commissioner Hart stated that he does not feel that it is an issue because there has not been any physical altercations to our crew. Commissioner Way thinks that we should look into security and is worried about the protection of our staff.

Board Discussion, PFMLA Rate Increase Beginning in 2022

Passed 3-0, GM Screws informed the Board that a rate increase will be implemented by the Washington Employment Security Department beginning January 2022. GM Screws reminded the Board that on December 3, 2018. The Board of Commissioner agreed to pay the employee portion of the State of Washington's Paid Family Medical Leave per Resolution 788-18; the Board of Commissioners had indicated at that time, that if the rate increased, the District contribution was to be reconsidered by the Board. The current rate is at 0.4% with an employee portion at 63.33%. The new rate beginning January 2022 is at 0.6% with an employee portion of 73.22%. The Board agreed to continue the benefit and indicated that if there were any additional rate increases, they were to be made aware for future consideration.

Resolution 974-21, Adopting the 2022 Salary Scale and Health Benefit Contributions

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 updates.
- We are currently having structural review done by engineers to determine capacity design for a piece of replacement equipment. No updates.
- October time approved and committed.
- Leachate completed and invoiced, 882,000 gallons received and invoiced for \$57,430.00.
- Chemical costs continue to increase. Polymer costs increased \$0.12 per gallon in June of 2021. Chlorine costs increase \$0.40 per gallon beginning November 11th, 2021.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

After Hours Calls Received

- Over the weekend the crew had water shut off request, E-one pump change out.

Inspector

- Contractor projects are Ridgeline, Sedgwick Multifamily and Geiger Plat.
- District project is with WSE.

CIP

- South Park Main Replacement: Project being reviewed by WSE.
- Sedgwick Water Main/Culvert Project: The project has been pushed out because of WSDOT permitting issues.
- Eisenhower Main Replacement: Engineers' estimate came in at \$390,000.00. This is now a 2022 project. No new updates.
- Olney Sewer replacement: Sent WSE for an estimate for the scope of the project. On hold.
- Well 21 Rehabilitation: Hydrogeologist recommends we run a test with the pump currently installed. Everything has been ordered.
- Mile Hill water main extension: WSE has project for comment review.
- Powell Booster Station Engineering: HDR has approved the engineer. Engineering is completed and ready for bid.

Crew:

- Routine Operations, water sampling, work orders and maintenance required.
- Side sewer inspections.
- Flow meters installing and testing.
- Water meters installed.
- Cleaning the tanks.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- For October's billed revenue our water is down 4% bringing it to \$360,000.00, sewer is down 7% bringing it to \$383,000.00. We have added 1 connection to water and sewer.
- There is 1405 customer that have paid online, 1325 are on auto pay and 36 final bills.
- Customer past due accounts are down to 246 with the amount of \$148,000.00 past due accounts, almost down 40% from a month ago. For commercial accounts we only have 3 with the amount of \$500.00. We are in the processes of working on the 2nd round of shut offs.
- Going over FA purchased contributed capital accepted and CIP completed this year and will be adding on this month.
- Consumption was billed at 56m gallons, which is down 7% compared to Octobers 2021.
- Staff has been cleaning up the vendor's credits.
- Commissioners can now opt out of Long Term Care and Long Term Disability at this time.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Work continues on restructuring of the District Developer permitting process.
- Staff continues to review and update the website.
- October 28tha report was filed over the phone with Kitsap County Sherriff's Office over a theft of the payment drop box. On Wednesday October 27, 2021 at approximately 3:10 PM, a couple that was performing voluntary litter cleanup in the County Park on Jackson and Lund Ave. contacted staff and provided us with a bag of 15 payment envelopes that had been torn open. Staff examined the envelopes and determined that they were potentially from our payment drop box. Staff began reviewing security video and determined that they were removed over the weekend on October 24 at 4:43 a.m. Staff was able to locate the segment of the video on Thursday October 28, 2021 at approximately 7:55 a.m. and a call was placed to 911 to report the incident at 8:01 a.m. A follow up email with pertinent details and the video of the theft were provided to Kitsap County Sherriff's Office via email.
- Working with HDR on completion of the Water System Plan and FCS Group on the Rate Study. The revised 2022 Capital Plans have been provided to HDR and FCS Group.
- Continuing to work on reclassification of some risk class employees to reduce L&I Costs with our Labor and Industries Third Party Administrator.

COMMISSIONER REPORTS

Commissioner Lundberg had nothing to report, Commissioner Hart stated that he attended the Risk Pool Zoom meeting and Commissioner Way stated Commissioner Hart and herself attended the SAC meeting.

EXECUTIVE SESSION


The Board went into a 5 minute Executive Session with GM Screws and Attorney Ken Bagwell at 3:55 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(i). Action will be taken. Board returned to regular session at 4:00 p.m.

Resolution 976-21, Step Increase, WSUD Employee

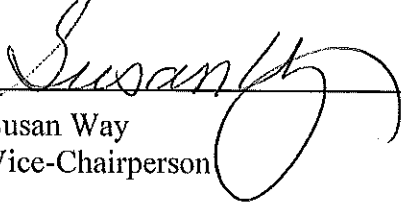
Passed 3-0

Adjourn

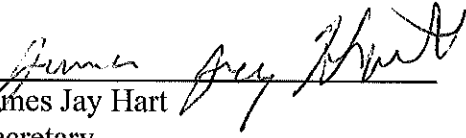
Commissioner Lundberg moved to adjourn the meeting at 4:02 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary