

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 15, 2021 at 3:00 p.m.

Chairperson: Jerry Lundberg (Absent)
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 Way at 3:04 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Meeting Minutes of November 1, 2021
2. Approval of Vouchers WSUD #30091 through #30131 in the amount of \$253,665.40
3. Approval of Vouchers SKWRF #16723 through #16741 in the amount of \$130,531.45
4. Approval of November Payroll in the amount of \$190,211.87

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

BOARD DISCUSSION/ACTION

Board Discussion of Well Sites 1 & 5, Veterans Park

GM Screws updated the Board on the homeless encampments located in the Veterans Memorial Park where Well Sites 1 & 5 are located. He informed the Board that he had spoken to Deputy Gaston on 11/05/2021 from the Kitsap County Sheriff's Office and he had stated to call him directly and provided a direct number if an escort is needed for park entries. GM Screws stated that the Operations Crew was provided the contact information and are keeping a log if anything out of the ordinary goes on when they go to the Well 1 & 5 Sites.

GM Screws stated the amount of trash and assumed human waste at the site along with the intentional blockages of the access road is becoming more concerning. Crews continue to double

up staffing and shut the system down over the weekends due to staff safety concerns to avoid staff going alone. GM Screws indicated that there would need to be something in place by the County to address the issue by Spring to ensure crews can go to the site without safety concerns due to the historical need to operate the site seven days a week for system demand.

GM Screws indicated that Commissioner Lundberg briefed him in regards to his conversation with Eric Baker, Kitsap County Policy Manager last week and Mr. Baker stated that there are limitations to what can be done and the County is unable at this time to remove the homeless from the area.

GM Screws stated that where the old Kitsap Gym was located on Mile Hill they are supposed to be converting the building into a homeless shelter. Preliminary unofficial indications are the facility will only accommodate around 70 people and staff have reported there are well over that many homeless people at the Veterans Memorial Park alone without consideration of other homeless encampments within the South Kitsap Community.

Resolution 976-21, Contract Award, Asphalt Patch Systems, Inc.
Passed 2-0.

Board Discussion, First Reading, Resolution 977-21, Adopting the SKWRF 2022 Annual Budget
GM Screws stated that the voting and adopting of the budget will be December 6, 2021. GM Screws also stated that in the last SAC meeting there was a vote of 4-1 in favor of the budget.

Resolution 974-21, Adopting the 2022 Salary Scale and Health Benefit Contributions
GM Screws stated that the voting and adopting of the budget will be December 6, 2021. Commissioner Hart asked what will be the new rates for the GFC's.

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. Trane awaiting structural design from engineers.
- We are currently having structural review done by engineers to determine capacity design for a piece of replacement equipment. Was told by the engineer I would have the deliverable (plan and technical memorandum) this Wednesday, November 17, 2021.
- Attending the Annual SUEZ 2021 Users Group this Tuesday-Thursday from 11:00 a.m. to 3:00 p.m., free this time.
- Treatment Plant is still maintaining compliance and has not floated away with all this extra weather, at this time.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

CIP

- South Park Main Replacement: Project: final comments are with WSE, possible conflict with storm culvert, no updates.

- Powell Booster Station Engineering: HDR has approved the engineer. Engineering is completed and ready for bid. No 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. Project has been pushed out because of permitting with WSDOT and the 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, 2" galvanized to be replaced, no update.
- Olney Sewer replacement: HDR Engineering estimate came back high. Sent to WSE for review. Will start when other projects are returned to us.
- Well 21 Rehabilitation: We are running Hokkaido's pump and motor to obtain more data. Pump, motor and VFD have been ordered. Parts are being delivered to Hokkaido now.

CREW:

1. St. Vincent DePaul project will begin shortly w/Caseco. Waiting for city permit.
2. Working on a roundabout project with the City of Port Orchard, sent over our comments.
3. Water main flushing has started on the lower gradient.
4. Fred Meyer pump and panel replacement project starts today.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Past due accounts have reduced to 117 with the amount of \$116K, they are down 22% from the beginning of the month.
- We are continuing to work on fixed assets and Janet is doing a great job on contributed capital.
- Annual Census filing is due this month.
- We are looking to hire a Customer Service Representative as soon as we can with Deena retiring soon.
- One staff member is on leave and we have had to reorganize tasks within the departments, everyone is very supportive and working together. The finance operations have stayed the same and doing an excellent job.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Deena Carpenter submitted her letter of resignation due to retirement. She indicated her last day of employment will be on December 31, 2021. She will be on annual leave from December 17, 2021 through the 31, 2021.
- Work continues on restructuring of the District Developer permitting process.
- Staff is continuing to update and review the website.
- Working with HDR on completion of the Water System Plan. A revised budget and long-range capital plan was forwarded.

- The revised Capital Plans and budgets have been provided to FCS Group. They should have their review completed this week after follow-up answers to questions were provided last week.
- No updates on reclassification of some of the risk class employees to reduce L&I Costs.
- Next SAC meeting will be February 16, 2022 at SKWRF.
- An Executive Session was requested with no action to be taken.

COMMISSIONER REPORTS

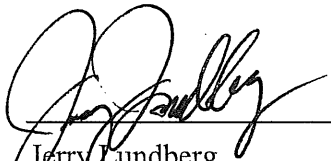
Commissioner Hart stated that he attended an Emergency Preparation Committee. Commissioner Way had nothing to report.

EXECUTIVE SESSION

The Board went into a 15 minute Executive Session with GM Screws, Plant Manager Grabill and Attorney Ken Bagwell at 3:41 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(i). No action will be taken. GM Screws came back at 3:57 p.m. to extend the meeting another 5 minutes. Board returned to regular session at 4:05 p.m.

Adjourn

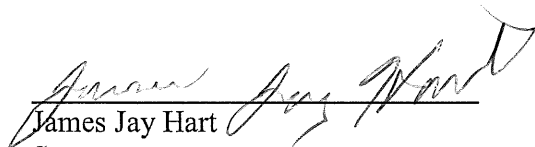
Commissioner Hart moved to adjourn the meeting at 4:05 p.m. The motion was seconded by Commissioner Way; motion was approved 2-0.



 Jerry Lundberg
 Chairperson



 Susan Way
 Vice-Chairperson



 James Jay Hart
 Secretary

