

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held via Zoom Meeting
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, January 4th, 2021 at 3:00 p.m.

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

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager (Absent)
Ken Bagwell, Attorney
Deena Carpenter, Customer Service Representative

The meeting was called to order by Commissioner Hart at 3:00 p.m.

2021 APPOINTMENT OF OFFICERS

Commissioner Hart moved to appoint Commissioner Lundberg as Chairperson. The motion was seconded by Commissioner Way; motion approved 3-0.

Commissioner Hart moved to appoint Commissioner Way as Vice Chairperson. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Commissioner Lundberg moved to appoint Commissioner Hart as Secretary. The motion was seconded by Commissioner Way; motion approved 3-0.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of December 21, 2020.
2. Approval of Vouchers WSUD #29322 through #29343 in the amount of \$83,714.53
3. Approval of Vouchers SKWRF #16281 through #16289 in the amount of \$9,237.99

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 924-21, Approval of Hiring Accounting/Office Assistant Brooks
Passed

Resolution 925-21 Approval of Hiring Temporary Employee Meredith Ellringer
Passed

Resolution 926-21, Confirming Wage/Step Increase WSUD Employee Erik Roloff
Hold until Executive Session

Resolution 927-21 Confirming Wage/Step Increase WSUD Employee Joy Ramsdell
Hold until Executive Session

Resolution 928-21 Confirming Wage Increase WSUD General Manager Screws
Hold until Executive Session

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: We have contacted multiple Contractors but only received one bid. We received a signed contract from Contractor. We are preparing for Board approval.
- Sharples Repair: We have received multiple quotes.
- Sluice gate installations: Completed on south side and north gates are delivered. No new update.
- CAS Aeration Upgrades: Delivery date is set for January 2021. Installation plans are for 2021.
- Crew lunchroom floor coatings: Product has been purchased to complete the job in-house.
- We were just notified there was a spill that happened at the Marina Pump Station on 1/2/2021 reported by the City of Port Orchard.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- Water Main Replacement: Met with Pape and Sons to look at the project. We will be going over questions on Tuesday. We are having a tough time getting bids for this project.
- Karcher Project: Well site is up and running. There will be a walk thru with contractor and BHC for final punch list issue.
- Powell Booster Station Engineering: HDR will have the scope of the project back to us by early January for our review.
- White Cedar sewer service relocate: We are gathering mapping and video information for West Sound Engineering.
- Eisenhower Main Replacement: Received engineered plans for District review.
- Crew: The crew is working on the hydrant and manhole surveys for data collection. We purchased new GIS gear and ordered a new hand held meter reading device and we are waiting on the FCC radio license renewal. The crew is installing multiple radio reads and the District's annual water main flushing is going well.

FINANCE MANAGER'S REPORT

Deena Carpenter reported for Finance Manager Ramsdell:

- January is the busiest month for Finance/Admin. Quarterly reports need to be filed, all worksheets updated, new folders and binders need to be made, etc.
- Jill and Meredith will work on accrual and revisions for AP.
- 2021 Employee rates were update with the County.
- State Audit exit conference has been changed to 2/3/2021.
- Selected a new part time employee. She began December 28th.
- A request for the Commissioners to come in and sign meeting minutes and resolutions. Commissioner Hart confirmed he will be in on Wednesday.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Virtual meeting scheduled with FCS Group going over the Rate Study. The first public meeting to be scheduled soon.
- Blanket vouchers were approved for payment on behalf of the Board. Documents were forwarded to the Commissioners and will be made available once we are able to meet in person again.
- Continue reviewing feasibility of transferring water rights from the Watauga well site.
- Continue working on the grinder pump agreement.
- Water System Plan is progressing well..
- GM Screws reminded the Commissioners to check their District email inbox as DRS is sending out information that some Commissioners may need to address.
- Joy Ramsdell has been elected as a HRA Veba Trustee. She will be attending approximately 3 meetings a year. Since this position is a benefit to the District, GM Screws recommended that the District compensate her time for these meeting days allowing Ms. Ramsdell to not have to use her annual leave. The Commissioners concurred but Commissioner Lundberg would like some sort of formal policy to address future requests.

COMMISSIONER REPORTS

The Commissioners had nothing to report.

EXECUTIVE SESSION

The Board went into a 10 minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 3:40 p.m. to discuss personnel performance/or pending litigation pursuant to WAC 42.30.110 (1)(i). Action will be taken. The Board returned to regular session at 3:50 p.m.

Resolution 926-21, Wage Increase, WSUD Employee Erik Roloff

Commissioner Hart moved to approve Resolution 926-21. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 927-21, Wage Increase, WSUD Employee Joy Ramsdell

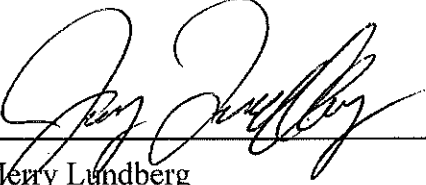
Commissioner Hart moved to approve Resolution 927-21. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 928-21, Wage Increase, WSUD Employee General Manager Screws

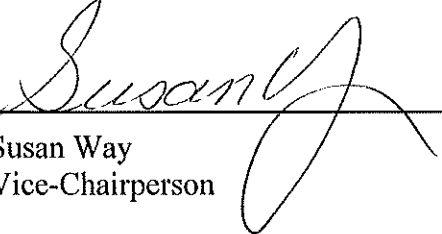
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ADJOURN

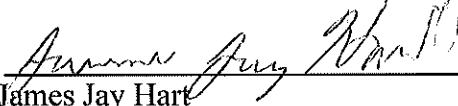
Commissioner Hart moved to adjourn the meeting at 3:52 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary



