

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held via Zoom Meeting
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday, January 19th, 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
Ken Bagwell, Attorney
Deena Carpenter, Customer Service Representative

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 4th, 2021
2. Approval of Vouchers WSUD #29344 through #29389 in the amount of 130,701.28
3. Approval of Vouchers SKWRF #16290 through #16314 in the amount of \$39,655.68
4. Approval of January Payroll in the Amount of \$186,442.55

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 929-21, Approval of Minor Service Contract Award SKWRF Asphalt Overlay to Asphalt Patch Systems Inc.

Passed

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: We received a signed contract from contractors. We are awaiting Board approval.
- Sharples Repair: We have received multiple quotes. No further progress.
- Microscope: Currently testing models.
- Sluice gate installations: Completed on south side and north gates are delivered. No new update.

- CAS Aeration Upgrades: Delivery date is set for January 29th 2021. Installation plans are for 2021.
- Crew lunchroom floor coatings: Product has been purchased to complete the job in-house.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: The job is being engineered by WSE. Too many unknowns for contractors to be comfortable with bidding.
- Karcher Springs Booster Pump Replacement: Well site is up and running. There are a couple of final punch list items and project will be closed.
- Powell Booster Station: 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.
- Aiden Lift Station: Received a rebuilt pump.
- Crew: The hydrant survey is completed and manhole survey is progressing well. 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

Finance Manager Ramsdell reported:

- Statistical Information: December consumption billed was down 9% from 2019. Revenue has not changed from 2019. 1,287 customers used our online payment system that includes 1,136 who are signed up for auto pay. There were 37 final billed accounts.
- All 4th quarter reports were filed except with the IRS.
- 2021 Employee rates, medical plans, DFC, extra VEBA contributions and new employee info was updated with the County. January Payroll was completed today.
- We are continuing to work on the Accrual AP and Compensated Absences, project capitalization and the 2020 depreciation calculations.
- Amber continues her Customer Service training which includes permitting tasks.
- Meredith has begun working on AP and Journal Entry tasks.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- 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.
- Virtual meeting scheduled February 15th with FCS Group to go over the Rate Study. This will provide information to the Board of Commissioners and allow for discussion regarding the presented information. We will not finalize a public meeting date until the Board has had its questions answered and is in concurrence with the direction of the District goals.

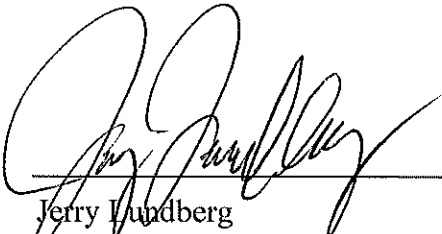
- Staff continues reviewing feasibility of transferring water rights from the Watauga well site.
- Continue working on the grinder pump agreement.
- Water System Plan is progressing well.
- January is an extremely busy month for staff due to closing out of 2020.

COMMISSIONER REPORTS

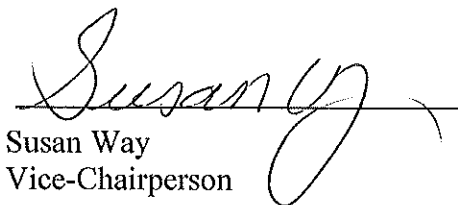
The Commissioners Lundberg and Way had nothing to report. Commissioner Hart attended a technology webinar hosted by WASWD.

ADJOURN

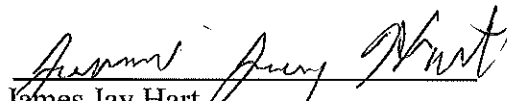
Commissioner Hart moved to adjourn the meeting at 3:37 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.



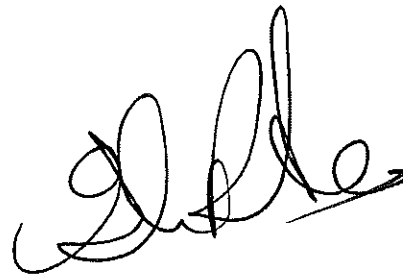
Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary



Check Date:									
January 11, 2021									
Batch No.	92801	93101	Total	92501	92601	93001		Total	
BVA No.	001-2021			001-2021	002-2021	003-2021			
JDE Batch No.	557189			557092	557225	557093			
Total	9,511.27		9,511.27	44,020.60	5,646.89	36,242.50		85,909.99	95,421.26
Starting Voucher No.	16290			29353	29344	29352			
Ending Voucher No.	16299			29369	29351	29352			
JE No. AP									
JE No. Blended									
JE No. Computer Cks									
JE No. Reversal									
JE No. Accrual									
Board Meeting Date:									

Check Date:									
January 20, 2021									
Batch No.	92802	93101	Total	92502	92602	93002	93301	Total	
BVA No.	002-2021			004-2021	005-2021	006-2021			
JDE Batch No.	557620			557480	557617	557325			
Total	30,144.41		30,144.41	36,482.53	1,198.78	7,109.98		44,791.29	74,935.70
Starting Voucher No.	16300			29374	29372	29370			
Ending Voucher No.	16314			29389	29373	29371			
JE No. AP									
JE No. Blended									
JE No. Computer Cks									
JE No. Reversal									
JE No. Accrual									
Board Meeting Date:									
January 19, 2021									

SKWRF

WSUD

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