

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, February 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 (Absent)
Deena Carpenter, 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 Regular Board Meeting Minutes of January 19, 2021
2. Approval of Vouchers WSUD #29390 through #29412 in the amount of \$26,322.84
3. Approval of Vouchers SKWRF #16315 through #16333 in the amount of \$20,037.89

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

BOARD DISCUSSION/ACTION

Resolution 930-21 Confirming Salary Step Increase SKWRF Employee Justin Smith
Held for Executive Session

Resolution 931-21 Confirming Salary/Wage Increase WSUD Employee John Tapia
Held for Executive Session

Resolution 932-21, Approval of Robinson Mechanical and Park Ave Sewer Main Extension
DEC
Passed

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: All documents signed. Project is set to begin end of March.

- Sharples Repair: Received multiple quotes for repair and replacement. Looking at numerous options.
- Microscope: Currently testing models; three so far.
- Sluice Gate Installation: No updated information. Completed on the south side. North Gates delivered and we are waiting for some dry weather.
- CAS Aeration Upgrades: Delivery set for January did not happen. Installation plans are still 2021.
- Crew Lunchroom Floor Coatings: Product has been purchased and will be completed in-house.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: West Sound Engineering has the plans and design.
- Karcher Springs Booster Pump Replacement: Well site is running and there are a couple of small punch list items to be completed this week.
- Powell Booster Station Engineering: HDR is reviewing our comments.
- White Cedar Sewer Service Relocate: We gathered mapping and video information for West Sound Engineering. The information was sent over and we are waiting for comments.
- Eisenhower Main Replacement: Brian Smalley is reviewing the project.
- Crew: Hydrant Survey has been completed and manhole survey program is moving along. Our annual water main flushing is going well. Crew located a 2" galvanized water main on Fircrest. We are planning on a main extension and relocation of 3 services off of the 2".

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical Information: Billed 36 million gallons of water in January. This is an increase of 14% from January 2020. Water revenue is up 13 % with 9 new connections and sewer revenue is up 9% with 17 new connections. There are 1,475 accounts that use our online payment system. We would like to see 40% of our customer base to be using this option.
- W-2s were distributed along with a notice for employees to review carefully for any discrepancy or errors. This is due to the new payroll program implementation in the County.
- Beginning February all employee payroll accrual reports will be distributed with their pay slips.
- Staff continues working on year end and new fiscal year accounting.
- Working with DRS to amend report back to July 2019.
- Heidi has worked on the reorganization of the file room. File needed for the audit will be archived and current files are to be stored in the file room.
- State Auditor's Office exit conference is this Wednesday at 9:00.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Staff continues working with FCS Group for the Rate Study. We have a virtual meeting set up for February 16th to discuss rate characterization, clarify some issues on findings, and answer any questions presented by the Board of Commissioners. We will move towards determining a date for the first public information meeting and presentation.
- 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.
- Staffs' reviewing the feasibility of transferring water rights from the Watauga Well site will be suspended temporarily. We are currently in the process of drafting an RFQ for Hydrogeological Service.
- Continue working on the grinder pump agreement.
- Work continues on the Water System plan.
- We are finalizing the process of Cloud based services for our email. Additionally, this will also provide us a Microsoft team platform for video conferencing, messaging etc. Internal and external Information Service will be addressing firewall upgrades and configuration to complete cleanup of our systems.
- Ecology has issued a draft Nutrients General Permit. (NGP) The document is currently being reviewed by staff. Ecology is accepting comments until March 15th, 2021 on preliminary NGP to control nutrients in the Puget Sound. Ecology will host two virtual information sessions to explain proposed permit concepts and take questions. No formal hearing will occur during this initial comment period.
- Received a draft energy assessment for WSUD from OSU. The assessment has been forwarded to Puget Sound Energy for review and consideration of potential energy grant funding opportunities.

Executive meeting with action will be taken following the Commissioner reports.

COMMISSIONER REPORTS

Commissioner Way asked John Tapia to check in on a water quality issue. Commissioner Hart attend the WASWD Commissioners' virtual workshop. Commissioner Lundberg had nothing to report.

EXECUTIVE SESSION

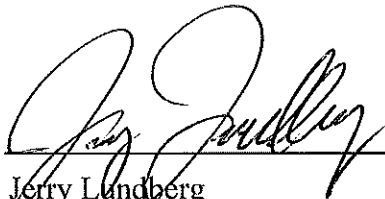
The Board went into a five minute Executive Session with General Manager Screws at 3:30 p.m. to discuss employee performance (RCW 42.30.110 (1)(i)) Action to be taken. The Board returned to regular session at 3:35 p.m.

Resolution 930-21 Confirming Salary Step Increase SKWRF Employee Justin Smith
Passed

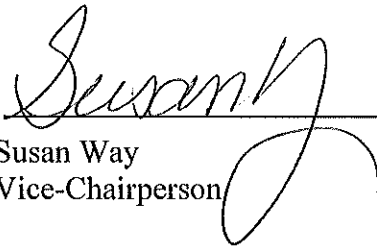
Resolution 931-21 Confirming Salary/Wage Increase WSUD Employee John Tapia
Passed

ADJOURN

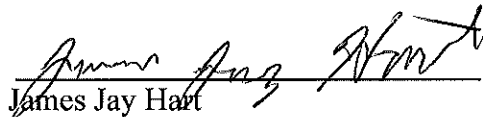
Commissioner Way moved to adjourn the meeting at 3:36 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

