

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held via Microsoft Team Meeting  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday, February 16th, 2021 at 3:00 p.m.

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

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Attending: Randy Screws, General Manager  
John Tapia, Operation Manager  
Marty Grabill, Plant Manager  
Joy Ramsdell, Finance Manager  
Ken Bagwell, Attorney  
Debbie Raymond, 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 February 1st, 2021
2. Approval of Vouchers WSUD #29413 through #29453 in the amount of \$69,533.94
3. Approval of Vouchers SKWRF #16334 through #16354 in the amount of \$21,519.78

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

BOARD DISCUSSION/ACTION

Discussion, Open Public Meeting Act:

The Board of Commissioners were informed Kitsap County moved into Phase 2 on February 14<sup>th</sup> as part of Governor Jay Inslee's Healthy Washington Roadmap to Recovery pertaining to Covid-19. Within the guidelines for the Phase 2 implementation as it pertains to the District, in person public meetings were possible under certain criteria. The General Manager informed the Board that there are general requirements under the "Miscellaneous Venues" guidance for all phases of the Roadmap which needed to be addressed if public meetings were to occur.

The General Manager explained the requirements currently make in person public meetings challenging and cumbersome for the District. The General Manger also informed the Board that consideration also needs to be given to public access of the building for daily business activities.

The General Manager recommended to the Board that we continue with remote meetings which meet the criteria as outlined in the Governors Proclamation 20-28 and refrain from public meetings at this time.

Additionally the GM recommend that we continue to provide the information to customers that we are accepting on-line/phone reservations for any necessary in person meeting if required and to continue with closure of the lobby to public access.

GM Screws informed the Board that in most cases, staff has been able to accomplish the same level of service without an in person meeting with few exceptions, and recommended not scheduling in person meetings unless necessary.

Attorney Bagwell supplied additional information and informed the Board he concurred with the recommendations. Attorney Bagwell recommended that the District revisit the conditions that support the recommendations in the future.

The Board unanimously agreed to support the recommendations as presented.

#### 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 tested 4 models; awaiting quotes.
- 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: Received final parts delivery. Installation plans are still 2021.
- Crew Lunchroom Floor Coatings: Product has been purchased and will be completed in-house.
- Currently participating in PSE Conservation Grant Agreement.

#### OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: West Sound Engineering has begun the engineering of the project.
- Karcher Springs Booster Pump Replacement: Well site is running and the project is completed.
- 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: Cleaned Well 1 and Powell is to be cleaned next week. The 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". Well 17 pump and motor is being replaced next week. Project was delayed due to snow. CPR training was completed by the crew last week.

#### FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Staff continues working on year end and new fiscal year accounting. AP is behind due to new staffing.
- Working with DRS to amend report back to July 2019.
- The GASB 68 worksheet has been calculated.
- Continuing staff training and task redistribution.
- Thank you note from Vanessa Lengyel.

#### GENERAL MANAGER'S REPORT

General Manager Screws reported:

- State Auditor completed the exit conference which was attended by Commissioner Lundberg and the City of Port Orchard's Finance Director for SKWRF. The Board was informed that WSUD had a very good audit. GM Screw acknowledged the administration team for all their hard work and effort in ensuring a clean audit.
- Staff continues working with FCS Group for the Rate Study. We have not yet finalized a public meeting date until the Board has had its questions answered and is in concurrence with the direction of the District goals regarding rates and fees.
- Staff continues reviewing the feasibility of transferring water rights from the Watauga Well site. However this will be postponed until we have obtained professional hydrogeological services. The Board was informed that the District was in the process of a Request for Qualifications (RFQ) for Hydrogeological services. The RFQ will go out to staff to review before RFQ issuance the week of February 21<sup>st</sup>.
- WSUD staff with our Information Services contractor are in the process of finalizing the Cloud based services for staff.
- GM Screws reminded the Board that Ecology has issued a draft Nutrients General Permit. (NGP) He stated the document is currently being reviewed by staff and Ecology is accepting comments until March 15<sup>th</sup>, 2021 on preliminary NGP to control nutrients in the Puget Sound. No formal hearing will occur during this initial comment period. Also, Ecology had hosted two virtual information sessions to explain proposed permit concepts and take questions. GM Screws and Plant Manager Grabill attended an information session on Feb 9<sup>th</sup>, 2021. This information session did not provide any substantive additional information which was not already contained within the document. Ecology

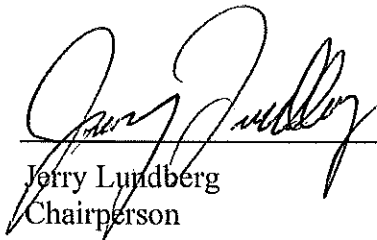
will be revising the document to clean up gaps and to provide specificity to certain criteria outlined to ensure clarity.

COMMISSIONER REPORTS

Commissioner Way and Lundberg had nothing additional to report. Commissioner Hart attended a Covid-19 virtual seminar and a Weather virtual seminar provided by WSRMP tech Committee.

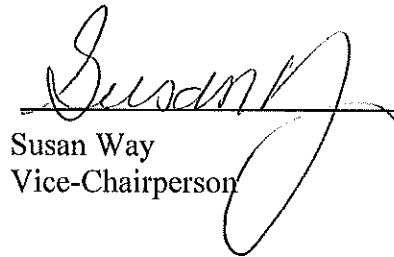
ADJOURN

Commissioner Way moved to adjourn the meeting at 3:33 p.m. The motion was seconded by Commissioner Lundberg; motion was approved 3-0.



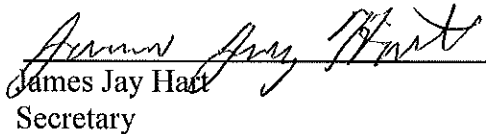
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Jerry Lundberg  
Chairperson



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Susan Way  
Vice-Chairperson



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James Jay Hart  
Secretary

