

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
Monday, March 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
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 Special Board Meeting Minutes of February 16, 2021.
2. Approval of Regular Board Meeting Minutes of February 16, 2021.
3. Approval of Vouchers WSUD #29454 through #29486 in the amount of \$61,632.51
4. Approval of Vouchers SKWRF #16355 through #16373 in the amount of \$39,196.00
5. Approval of February Payroll in the amount of \$191,756.67

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:

Resolution 933-21, WSUD Utility Vehicle Purchase
Approved

Resolution 934-21, PSA with HDR Engineering, Powell Booster Pump Station
Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Continuing to work with PSE on Conservation Grant Agreement.
- Asphalt Overlay: Contract is signed. Project is set to begin in March, awaiting drier weather.
- Sharples Repair: Received numerous quotes for repair and replacement. Looking at other options.
- North Contact Channel Sluice Gate Installation: We are waiting for some dry weather.
- Microscope: Ordered and delivered last week and a rep will be out this week.
- CAS Aeration Upgrades: All parts received. Awaiting drier weather.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: West Sound Engineering is engineering the project.
- Karcher Springs Booster Pump Replacement: Well site is running and the project is completed.
- Powell Booster Station Engineering: HDR has completed the scope of the project.
- 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: The manhole survey program is moving along. E-One switch replacement continues. We are working with Correct Equipment. The Crew located a 2" galvanized water main on Fircrest. We are planning on a main extension and relocating three services off of the 2". Well 17 pump and motor replaced. Samples came back good. Well 1 and Powell were cleaned. Flushing the lower gradient has begun. Repairing broken valves that have been discovered during flushing.

FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Statistical Information presented: February water revenue was up 5% sewer revenue up 2% with 26 new connections for both. Auto pay customers increased by 213 from last year with a total of 1203. Twenty five accounts were final billed
- All adjustments for SKWRF were completed. We are ready to close 2020 books. We have begun working on the annual report. WSUD still has a few more adjustment left to finish.
- Staff received their accrual register report with their pay slip this month.
- Census survey submitted.
- Debbie and Deena had vacation time off and the Staff did a good job coordinating and covering for Customer Service.
- Training of staff is still a major import task in the Department.
- Reminder to the Commissioners to turn time sheets in by the last day of the month.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- A complaint email sent to the Board was received from a customer assuming we shut the water off. The District was flushing in the area and it is believed that is the reason for the customer to have no water. GM Screws asked if it would be ok for him to respond on behalf of the Board. The Board of Commissioners concurred.
- FCS Group hosted a virtual meeting to go over the initial findings for GFC charges. More information is needed to complete the full analysis. The District will be working with HDR Engineering on aligning the information gaps based on the water system plan currently being worked on.
- The issuance of RFQ for the hydrogeologist has gone out. The review of water rights transfer for the Watauga site will be placed on hold until we contract with a new Hydrogeologist.
- Work on the water system plan continues.
- Training is still needed before finalizing the Cloud based services for WSUD staff.
- GM informed the Board there will be an Executive Session following the Commissioners' reports with no action being taken.

COMMISSIONER REPORTS

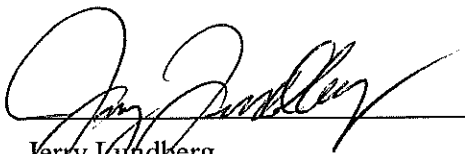
Commissioner Lundberg asked for a notification phone tree be looked into for contacting customers regarding outage and/or flushing information, Commissioner Way had nothing to report and Commissioner Hart attended a Section II meeting.

EXECUTIVE SESSION

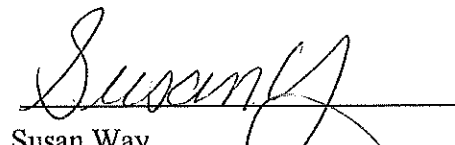
The Board went into a 10 minute Executive Session with General Manager Screws and Attorney Ken Bagwell at 3:35 p.m. to discuss personnel performance/or pending litigation pursuant to WAC 42.30.110 (1)(i). No action will be taken. The Board returned to regular session at 3:45 p.m.

Adjourn


Commissioner Way moved to adjourn the meeting at 3:45 p.m. The motion was seconded by Commissioner Hart; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

