

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 15<sup>TH</sup>, 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  
Deena Carpenter, Customer Service Representative

The meeting was called to order by Commissioner Lundberg at 3:02 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of March 1, 2021
2. Approval of Special Board Meeting Minutes of March 9, 2021
3. Approval of Vouchers WSUD #29487 through #29525 in the amount of \$51,201.91
4. Approval of Vouchers SKWRF #16374 through #16404 in the amount of \$48,748.02

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, Administrative staffing, the GM informed the Board that with no objections, due to the pending retirement of one of the Administrative Staff, the plan is to bring our current part time person to full time status April 1<sup>st</sup> to replace the vacated full time position for the Accounting/Office Assistant and begin the process of advertising for a part time temporary person as part of the succession planning process. This position is likely to become a full time position. Budget funding was identified and is available within the 2021 Administration salaries.

Resolution 935-21, WSUD Utility Vehicle Purchase  
Approved

## PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: Contract is signed. Project is set to begin in March, awaiting drier weather.
- Sharples Repair: Currently having a structural review done on flooring for possible replacement options.
- Microscope: Purchased and delivered.
- Sluice Gate Installation: Looking at June or July as we are waiting for some drier weather.
- CAS Aeration Upgrades: Possible June/July; Awaiting drier weather.
- Fence repair/Replacement: Reaching out this week to contractors for bids.
- Continuing to work with PSE on Conservation Grant Agreement.

## OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: Received plans from West Sound Engineering for our comments.
- 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.
- Fircrest/Mile Hill Main Replacement: The project is being reviewed. The 2" galvanized pipe is to be replaced.
- Crew: The manhole survey program is moving along and a list of manholes that need repair is being compiled. Meeting with Correct Equipment today. Well 17 is running great after pump and motor replacement. Water main flushing has been completed we are not back to sewer TV and flushing. Repairing broken valves that have been discovered during flushing. Well 21 is having issues.

## FINANCE MANAGER'S REPORT

Finance Manager Ramsdell reported:

- Deena completed the annual water consumption report for Kitsap County accounts.
- Collecting data needed for SKWRF permit fee assessment.
- Began working on the SKWRF annual report.
- Kitsap County has begun to move AP to the new software program. The goal is to have the transfer complete in August. Let's hope this move is smoother than how payroll was.
- WASWD Spring conference registration is now open. Please let Deena know if you plan on attending so she can get you registered.
- Finance Manager will be on vacation first week of April.
- Heidi has given notice of her retirement to begin next month. We need to begin job posting for an additional employee as soon as possible.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

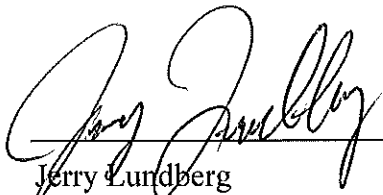
- Administrative staffing, the GM informed the Board that with no objections, due to the pending retirement of one of the Administrative Staff, the plan is to bring our current part time person to full time status April 1<sup>st</sup> to replace the vacated full time position for Accounting/Office Assistant and begin the process of advertising for a part time temporary person as part of the succession planning process. This position is likely to become a full time position. Budget funding was identified and is available within the 2021 Administration salaries.
- A special meeting will be needed for approval of a contract for Well 21's failed pump and motor replacement. KPUD has extended an offer for use of their staff Hydrogeologist as there is only a short window open before we head into the high demand season and Well 21 is a major producer for the District.
- FCS Group rate study is still progressing.
- Staff is reviewing RFQs for the hydrogeologist. The review of water rights transfer for the Watauga site has been placed on hold until we contract with a new Hydrogeologist.
- There is a possibility that the City of Port Orchard maybe requesting from WSUD purchase of wholesale water.
- The Water System Plan is progressing and we anticipate completion in the near future.
- Training continues for staff on the Cloud based services.
- This year's WASWD Conference will also be held virtually.

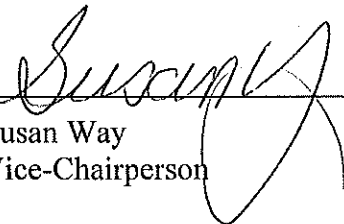
COMMISSIONER REPORTS

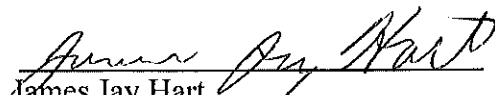
Commissioner Lundberg, Commissioner Way and Commissioner Hart had nothing to report.

Adjourn

Commissioner Way moved to adjourn the meeting at 3:44 p.m. The motion was seconded by Commissioner Hart; 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



