

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, April 5<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 (Absent)  
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 Regular Board Meeting Minutes of March 15, 2021
2. Approval of Special Board Meeting Minutes of March 29, 2021
3. Approval of Vouchers WSUD #29526 through #29571 in the amount of \$63,622.55
4. Approval of Vouchers SKWRF #16405 through #16427 in the amount of \$43,073.27
5. Approval of March Payroll in the amount of \$184,904.74

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,

HRA VEBA Update: The Board was provided information describing the District's HRA Veba's financial activity, investment allocations, demographic breakdown, claim activity and the District's participation with 28 active members in 2021. The GM informed the Board that once things begin to open up again from Covid-19, we will schedule an onsite information session for the District staff.

Covid-19 Vaccinations: The Board was informed that all WSUD staff are eligible for vaccines under Governor Jay Inslee's Phased Implementation of vaccines. GM Screws recommended to

the Board to support the encouragement of staff to consider vaccination. In addition, to allow the employees that desire to be vaccinated to do so during work hours without requiring use of leave.

Commissioner Hart made a motion that any employee who desires to be vaccinated can do so during work hours without requiring use of leave for vaccinations scheduled from April 5<sup>th</sup> through June 15<sup>th</sup>. Commissioner Way seconded the motion. Motion passed 3-0.

Resolution 938-21, Hiring of Accounting/Office Assistant Ellringer  
Approved

Resolution 939-21, Employee Excess Annual Leave Cash Out  
FAILED

Commissioner Lundberg asked that the end date be May 31<sup>st</sup> with the cash out date on June 1. A new Resolution will be presented at the April 19<sup>th</sup> Board Meeting.

Resolution 940-21, PSA Hydrogeological Consulting Service, Robinson Noble, Inc.  
Approved

Resolution 941-21, Step Increase WSUD Employee Ian Reeber  
Approved

Resolution 942-21, Step Increase WSUD Employee Nicholas Morris  
Approved

Resolution 943-21, Step Increase SKWRF Employee Shane Colglazier  
Approved

#### PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: Contract is signed. The project is now set to begin April 19-21; weather permitting.
- Sharples Repair: Currently having a structural review done on flooring for possible replacement options.
- Sluice Gate Installation: Began installing last week. The one gate that is up needs to be sealed.
- CAS Aeration Upgrades: Possible June/July; Awaiting drier weather.
- Fence repair/Replacement: Received bids and we selected a contractor. The job is to begin May 1<sup>st</sup>.
- 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: Plans are back with West Sound Engineering.
- Fircrest/Mile Hill Main Replacement: The project is being reviewed. The 2” galvanized pipe is to be replaced.

Crew:

- Focus is on Facility clean up, pressure washing, trees etc. We received a bid to have the parking lot re-stripped.
- Sewer flushing and TV work orders are being worked on.
- Manhole asphalt issues are being repaired this week.
- Our FCC license was finally approved from Canada so we were able purchase our new meter reading equipment.
- Kyle Galpin passed his WDM 4 test.
- John attended the annual Kitsap County Utility Coordination meeting. There is only one project and that is a culvert on Hilldale.
- Well 21 pump/motor and rehab will be starting soon.

#### FINANCE MANAGER’S REPORT

Deena Carpenter reported for Finance Manager Ramsdell who was on vacation:

- March Statistical Information: Bill consumption was 32 million gallons which is 8% less then March 2020. Water revenue was \$275,000 with 5 new connections and Sewer revenue was \$349,000; a 3% increase from March 2020. Sewer also added 4 new connections.
- Housing market is still busy with 44 accounts final billed and ownership changed.
- Work continues on the annual reports.
- New Hire Meredith training continues. She is processing AP in the County’s JDE and will learn how to file payroll quarterly reports this month.
- Hiring for the position of Admin assistant was posted two weeks ago. We have received very few applications so far. We will repost again.

#### GENERAL MANAGER’S REPORT

General Manager Screws reported:

- Auto call system update: The staff is looking into various programs for services. The District will need to work on mapping segregation of customer water services to isolate effected customers and this will take some time. Currently the District could utilize a program but it would be costly and all customers would be notified not just those effected by the outage or needed notification. Staff will continue to work on the project.
- The GM informed the Board of the WASWD Virtual Spring Conference and Trade Show will be occurring April 14, 15, and 16<sup>th</sup>.

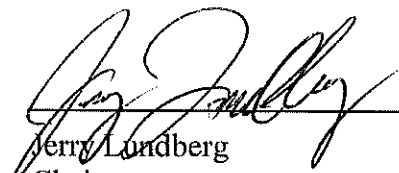
- Staff continues to work with FCS Group for the Rate Study. On April 13<sup>th</sup> a conference call is scheduled between WSUD, HDR Engineering and FCS Group. This call is to discuss content alignment of the Rate Study and the Water System Plan.
- Staff is in the process of working with the Developers on closeout of Geiger/Blueberry lift station DEC. This project included participation by the District for the build.
- Sewer Advisory Committee has a tentative meeting scheduled for April 21<sup>st</sup>. It is assumed this meeting will be held virtually.

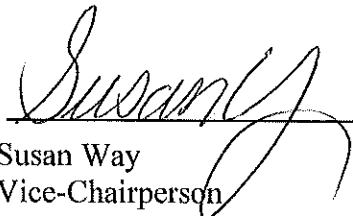
COMMISSIONER REPORTS

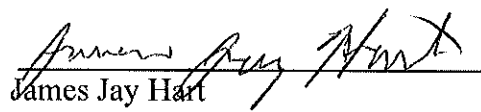
Commissioner Lundberg, Commissioner Way and Commissioner Hart had nothing to report.

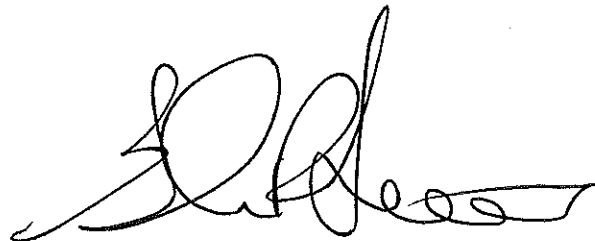
Adjourn

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

  
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