

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 June 7th, 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

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of May 17, 2021.
2. Approval of Vouchers WSUD #29675 through #29710 in the amount of \$87,272.57
3. Approval of Vouchers SKWRF #16487 through #16513 in the amount of \$26,931.87

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, In Person Board Meetings

After discussion, the consensus from the Board is to continue having meetings remotely until Governor Inslee's proclamation has been lifted which is anticipated to occur on June 30th, 2021.

Discussion, WSDOT SE Sedgwick Road Culvert Project

The Washington State Department of Transportation SR16/SR160/Kitsap County – "Remove Fish Barriers Project" will correct existing stream crossings where roadway features pose a barrier to salmon and steelhead migration. The project consists of replacing existing pipe culverts with larger culverts and elevated bridge structures. West Sound Utility District facilities are in conflict with the construction of the referenced project. Relocation and/or adjustment of facilities will be required to accommodate the construction of this project. The conflicting water utilities

must be physically relocated no later than February 1st, 2022 and a conceptual relocation plan is to be completed by August 2021. The project was not known or identified during development of the 2021 Annual Budget.

Discussion, State of Washington Long Term Care Payroll Tax

Beginning January 1st, 2022 Washington employers must withhold a new 0.58 percent tax from all employee wages, with no cap on the amount and remit those payments to the State quarterly. Unlike the WPFML law, there is no employer-funded premium. Employees who wish to avoid this tax would need to purchase private Long Term Care coverage before November 1st, 2021.

Resolution 951-21, Limited Reservations Water and Sewer

Approved

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Asphalt Overlay: The RV dump area was completed last week.
- Sharples Repair: Preliminary findings show we will need additional support beams due to weight shift.
- CAS Aeration Upgrades: Two basins have been completed.
- Fence repair/replacement: The fence gate was installed June 4th.
- Continuing to work with PSE on Conservation Grant Agreement.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

- South Park/Village Way Water Main Replacement: Our final comments are with West Sound Engineering.
- Powell Booster Station Engineering: HDR has completed the scope of the project. And we are waiting for GEO Tech results.
- Sedgwick Water main/Culvert Project: We have been notified by WSDOT and Fisheries that the water main is in conflict with a new fish stream crossing culvert. Two options to consider for relocation of the main; Baker Rd and Salmonberry. It is looking like Salmonberry will be a longer run but provides better options for the District.
- Eisenhower Main Replacement: Plans with comments are back with West Sound Engineering for review.
- Fircrest/Mile Hill Main Replacement: Project is being reviewed and 2" galvanized line needs to be replaced.
- Olney Sewer Replacement: HDR is working on the project estimate and bid docs. The project should be ready to move forward in early 2022.
- Well 21 Pump and Motor Replacement: After pump testing we found the well appears to be able to sustain 700 gpm. We are running Hokkaido's pump and motor to obtain more data.

Crew:

- Working on the Madrona Lift Station upgrade options.
- Robert is working with Whitney Equipment on the Fred Meyer Lift Station pump and control upgrade.
- The facility's HVAC system repair is ongoing. We are having to replace older failing parts.
- Poured a concrete pad at the Salmonberry site for the chemical room.

Commissioner Hart asked what is going to be the Capital Improvement Project for this year? Operation Manager Tapia reported because of all the surprise repairs that have come up so far this year we would have to wait and see.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Statistical Data reported on: May's billing was same as May last year with only the slightest increase for both sewer and water. There were 6 new connections and 1,593 customers using our online system for ebills and payment. Change of ownership is still busy with 39 accounts final billed.
- The County will be implementing the AP and Cash Transmittal portion of the new software program sometime in August. Hopefully the staff will get the prior training needed and that all the glitches are worked out before going live.
- All annual reports have been filed.
- May was a challenging month but the staff handled the changes well.
- New Staff will be taking a tour of the District and the Plant at the end of June.
- The Commissioners were reminded that the WASWD Conference is coming up in September and will be held at Great Wolfe Lodge.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- GM Screws informed the Commissioners due to the venue of the WAWSD Conference this year there are steep penalties for canceling. If the Commissioners plan to attend please contact Deena and she will get the reservations made.
- All staff returned to regular schedules June 1st, 2021.
- FCS Group for the Rate Study. Working with HDR to maintain content alignment of the Rate Study and the Water System Plan. The system water modeling is underway and will allow for an assessment and rate determination for fire protection services, along with storage and capacity analysis. This will provide information to determine a need for restructuring of the Water CIP Plan.
- GM requested an Executive session following the Commissioners' reports.

COMMISSIONER REPORTS

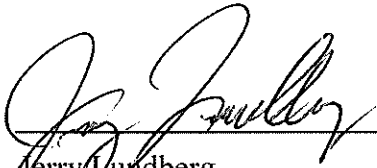
Commissioner Hart requested a reservation be made for himself for the WASWD Fall Conference. Commissioners Way and Lundberg had nothing to report.

EXECUTIVE SESSION

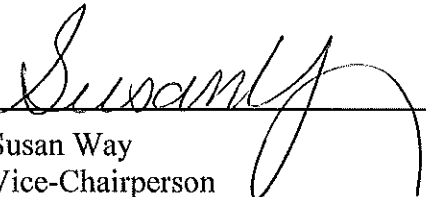
The Board went into a 15 minute Executive Session with General Manager Screws at 4:20-4:35 p.m. to discuss personnel performance/or pending litigation pursuant to WAC 42.30.110 (1)(i). No formal action to be taken. Executive Session was extended for 10 minutes 4:35-4:45 p.m. The Board returned to regular session at 4:45 p.m.

Adjourn

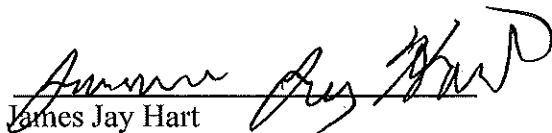
Commissioner Hart moved to adjourn the meeting at 4:46 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary

