

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Microsoft Teams (Virtual Meeting)
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday March 7, 2022 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
Amber Brooks, Accounting/Office Assistant

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 the Regular Board Meeting Minutes of February 22, 2022
2. Approval of Vouchers WSUD #30361 through #30388 in the amount of \$171,462.06
3. Approval of Vouchers SKWRF #16860 through #16872 in the amount of \$22,424.35

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

BOARD DISCUSSION/ACTION

Board Discussion, Resolution 880-20, Emergency Declaration

Washington State is ending its indoor mask mandate on March 12th, two years after Gov. Jay Inslee issued the first pandemic restrictions in March 2020.

South Kitsap Covid cases reported last Thursday from Kitsap Health District were at 83. Keep in mind this is 5 day delayed data to account for testing results. The District Office lobby is open as of today to all customers. Recommend that the Board consider resuming in-person meetings at their March 21st or April 4th Board Meeting. The Board can also choose to meet in a hybrid setting. Appropriate technology is available and policies are in place that will allow Board Members to participate remotely if they so choose. Board opted to meet in person on April 4th.

Update, Well 1 & 5 Site Area, Veterans Park

Everything is still doing well.

Resolution 997-22, DEC, Brixx Development, LLC., Overlook Apartments Phase II

This Resolution was tabled until next meeting due to Overlook not providing the required Pay and Performance Bond.

Resolution 1001-22, Authorizing Utility Vehicle Purchase, WSUD Operations

Passed 3-0

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

PSE Conservation Grant Agreement (2021-2023)

- Continues work with PSE on Conservation Grant Agreement.
- Year one of three completed 02/02/2022.
- Workshop 2022 to begin shortly with the first one on 04/07/2022 of this year.
- Working on Grant funding for 2023 capital project for Annox mixer replacement.

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on the Sharples replacement.
- WSUD approved Investment Grade Audit on 02/07/2022.
- DES provided Funding Authorization on 02/14/2022.
- Received Thickener Replacement Engineer Report Draft 03/03/2022.
- Draft review meeting with Trane set for 03/09/2022.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Applied for Grant funding through Department of Ecology Nutrient Permit Grant Program to assist with some of the new requirements of the new GNP. No Updates on that.

PSE Conservation Grant Agreement (2021-2023)

- Working with the City and District on the Industrial Users Survey, no updates.
- Outfall inspection in the works, no updates.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

CIP-South Park Main replacement

- Our final comments are with WSE.
- Possible conflict with storm culvert, no updates.

Powell Booster Station Engineering

- Addendum for project received. This is for offsite pipe abandonment and upsizing.

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.

- Project is ready to be sent out for bid.

Eisenhower Main Replacement

- Engineers' estimate came in at \$390,000.00.
- Prepping project for bid.

Fircrest/Mile Hill Main Replacement

- Project is being reviewed.
- 2" galvanized to be replaced.
- Possible development going in, it may change the scope of the project.

Olney Sewer Replacement

- HDR Engineering estimate came back high.
- Sent to WSE for review. Will start when other projects are returned to us, no updates.

Well 21 Pump and Motor Replacement

- We are running Hokkaido's pump and motor to obtain more data.
- First part of April for completion.
- Possible power issue out on the site. Western Electric has been scheduled to come out with PSE (Kurt) on 03/11/2022. Site will be down for about 8 hours.

Pipe Line Project on Madrona

- Posted in the paper for bids.
- 3 company's interested out of the 6 that notified through WRSC.

CREW:

1. St. Vincent De Paul project will happen after the rain, around late March.
2. E-one survey and repairs have been completed.
3. Upper gradient flushing continues.
4. Boom truck has been delivered.
5. Gas Company has completed the relocate.
6. Water meter replacements for Commercial meters continues.
7. Installed 8 updated radio's in the Mission dialers.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- Billed 34 million gallons of water in February 2022, which decreased 1% from February 2021.
- There are 1755 online paying accounts which includes auto pay of 1433. We final billed 17 accounts.
- Sent out 124 reminder letters for past due customers, 72 final letters and only 11 accounts were shut off.
- As of today there are 155 past due accounts in the amount of \$74K.

- We have been through 2 billing cycles since raising our rates and customers have not complained.
- Lobby has opened as of 03/07/2022.
- County required use to submit new forms for payroll this month for adjustments.
- We are ready to close 2021 books.
- Will start working on annual reports.
- Spring Conference is coming in April and it is open enrollment.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Work continues on restructuring of the District Developer permitting process.
- Work continues on reviewing and updating the website.
- Continue working with HDR on completion of the Water System Plan FCS Group on the Rate Study. Met last Friday with FCS Group to go over the Financial Chapter for the WSP and to review initial cost of service analysis on water and sewer. We will be discussing and updating with an additional meeting next week based on the prior meetings conversations.
- Capital projects are being put out to bid. Sedgwick Road Water Main Replacement, Sewer Main Relining, and currently working on the Eisenhower Water Main relocation/replacement project.
- Reviewing District FOG policies.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I response. It has been confirmed that it is in the hands of L&I
- Received few applications for the Utility Specialist Trainee position.
- Reminder of the WASWD Spring Conference this April 6th,7th and 8th. Commissioner Hart has indicated he will attend and I just wanted to ensure there has not been a change in the potential attendance of the Board Members.

COMMISSIONER REPORTS

Commissioner Lundberg, Way and Hart had nothing to report.

Adjourn

Commissioner Hart moved to adjourn the meeting at 3:25 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.

Absent

Jerry Lundberg
Chairperson

James Jay Hart
Secretary

Susan Way
Vice-Chairperson

