

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 21, 2022 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  
Amber Brooks, Accounting/Office Assistant

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 the Regular Board Meeting Minutes of March 7, 2022
2. Approval of Vouchers WSUD #30389 through #30419 in the amount of \$85,418.32
3. Approval of Vouchers SKWRF #16873 through #16869 in the amount of \$26,298.61

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: Reminder that the April 4<sup>th</sup> meeting will be in person.

Discussion: GM Screws informed the Board that Mr. Hoai and Mrs. Nguyen, joint owners of two parcels of property on Beach Drive will be attending the April 4<sup>th</sup> Board Meeting. The property owners are seeking consideration for a possible extension of time in regards to a requirement identified within a settlement agreement entered into with the previous property owner, Mr. Clayton Longacre at 3782 Beach Drive E. The conditions recorded on the deed of the property are for sanitary sewer corrective measures required within one year of purchase of the property in which ownership transferred in November of 2021.

Discussion: GM Screws noted that some Covid-19 restrictions have been lifted and recommended the District provide an appreciation luncheon for staff as Covid restrictions had eliminated these type of activities.

Discussion: GM Screws reiterated to the Board the speed at which the Operations Crew were able to replace a segment of sewer main on Retsil Road. Prior to acquiring some of the equipment that has been purchased over the last few years, this type of work would have taken approximately five days. Staff were able to reduce the time taken by having proper equipment down to two days. Including paving work. Also there were not any complaints from customers regarding the imposition on property owners in the area.

Update, Well 1 & 5 Site Area, Veterans Park

Everything is still doing well.

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

Passed 3-0

Resolution 1002-22, Richmond American Homes of Washington, Emelia Landing Plat

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 February 02, 2022.
- Workshop 2022 to begin shortly with the first one on April 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 February 7, 2022.
- DES provided Funding Authorization on February 14, 2022.
- Engineer report sent to DOE March 11, 2022.
- March 17, 2022 DOE approved Engineering report verbally. Awaiting official approval from DOE.
- Engineering currently started working on design.

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.
- Submitted 1<sup>st</sup> monthly sample for GNP. Quarterly sampling postponed.

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.
- Waiting for report from WSE on what they found and recommendations.

### Pipe Line Project on Madrona

- Posted in the newspaper for bids.
- Bids received and under review.

### CREW:

1. St. Vincent De Paul project will happen after the rain, around late March.
2. Upper gradient flushing continues.
3. Setting up the new boom truck.
4. 4 repair patches have been completed.
5. Water meter replacement continues.
6. Crew repaired sewer main on Retsil.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- March payroll went smoothly with the county having a new spreadsheet. New staff has gained access to county to help with the work load.
- IRS sent \$6,300.00 Covid credit refund.
- As of today there are 77 past due accounts in the amount of \$52K from March shut offs.
- Needing data for the SKWRF permit fee assessment and WASAD fee estimate.
- Continuing to work on the plant annual report.

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. These projects are in the later phases and will be completed in the near future.
- Staff continues to review applications for the Utility Specialist Trainee position.
- Continuing to review and modify the District FOG policies.
- Awaiting determination from L&I in regards to reducing the cost for reclassification of some risk class.

COMMISSIONER REPORTS

Commissioner Lundberg, Commissioner Way had nothing to report. Commissioner Hart attended an online Technology Water meeting.

Adjourn

Commissioner Hart moved to adjourn the meeting at 3:33 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.

Absent  
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 Jerry Lundberg  
 Chairperson

Susan Way  
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 Susan Way  
 Vice-Chairperson

James Jay Hart  
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 James Jay Hart  
 Secretary

