

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday April 4, 2022 at 3:00 p.m.

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Chairperson: Jerry Lundberg (Absent)  
Vice Chairperson: Susan Way  
Commissioner: James J. Hart

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Attending: Randy Screws, General Manager (Absent)  
John Tapia, Operation Manager  
Marty Grabill, Plant Manager  
Joy Ramsdell, Finance Manager (Absent)  
Ken Bagwell, Attorney  
Amber Brooks, Accounting/Office Assistant

The meeting was called to order by Commissioner Way at 2:59 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of March 21, 2022
2. Approval of Vouchers WSUD #30420 through #30440 in the amount of \$36,186.91
3. Approval of Vouchers SKWRF #16898 through #16914 in the amount of \$3,379.44

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 2-0.

BOARD DISCUSSION/ACTION

Board Discussion: Ms. Cindy Nguyen and Mr. Le Viet Hoai, Regarding Settlement Agreement 3782 Beach Drive

This was tabled until May 2, 2022 Board Meeting.

Board Discussion: Resolution 880-20, Emergency Declaration

GM Screws has recommended the Board repeal this Resolution. This was tabled until May 2, 2022 Board Meeting.

Board Discussion: Update, Well 1 & 5 Site Area, Veterans Park

Residents still living there and there is an RV over a water meter that we are needing to repair. We are working on getting that removed.

Resolution 1003-22, Contract Award Iron Horse, LLC., Sewer Relining Project

Passed 2-0

Resolution 1004-22, Declaring Surplus Property, SKWRF  
Passed 2-0

Resolution 1005-22, Declaring Surplus Property, WSUD  
Passed 2-0

Resolution 1006-22, Declaring Surplus Property, WSUD Vehicles  
Passed 2-0

Resolution 1007-22, DEC Acceptance, Geiger Road Plat, Richmond American Homes  
Passed 2-0

Resolution 1008-22, Step Increase WSUD Employee  
Passed 2-0

Resolution 1009-22, Step Increase WSUD Employee  
Passed 2-0

Resolution 1010-22, Step Increase SKWRF Employee  
Passed 2-0

#### 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.
- Engineer report sent to DOE March 11, 2022.
- Received official approval from DOE on engineering report March 29, 2022.
- 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.

##### NPDES Reports

- Working with the City and District on the Industrial Users Survey. No updates at this time.

## 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 has a bid opening April 5, 2022.

### Eisenhower Main Replacement

- Engineers' estimate came in at \$390,000.00.
- Project is out to bid opening April 6, 2022.

### 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.
- Working on repair recommendations.

### Pipe Line Project on Madrona

- Posted in the newspaper for bids.
- Bids received and Iron Horse was the lowest bid.

### Crew

1. St. Vincent De Paul project will happen after the rain, around late March.
2. Water main flushing has been completed.
3. Installing new flow meter at Crownwood Lift Station.
4. Water meter replacement continues.

FINANCE MANAGER REPORT

Amber Brooks, Accounting/Office Assistant reported:

- There was 36 million gallons of water billed in March, which increased 12% from March 2021.
- There was 1647 online pay accounts including 1471 auto pay accounts. We processed 17 accounts for final billing.
- March revenues for Water was \$317K, GFC Water was \$253K, Sewer was \$401K and GFC Sewer was \$27K.
- Sent out 135 reminder letters, 71 final letters and only 25 accounts were shut off.
- As of today there are 126 past due accounts in the amount of \$74K.
- Michaela has completed her initial training therefore we have rearranged Customer Service and Finance group accordingly. With these changes the team is able to work together more efficiently.
- Census report was completed.
- Finance is filing Quarter 1 reports.
- Continuing to work on the annual report.

GENERAL MANAGER’S REPORT

Operations Manager John Tapia reported:

- No report at this time due to GM Randy Screws being absent.

COMMISSIONER REPORTS

Commissioner Way and Commissioner Hart had nothing to report.

EXECUTIVE SESSION

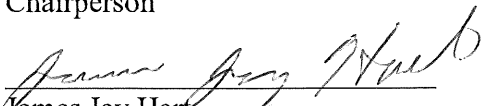
The Board went into a 10 minute Executive Session with Plant Manager Marty Grabill, Operations Manager John Tapia and Attorney Ken Bagwell at 3:28 to discuss personnel performance pursuant to WAC 42.30.110 (1) (i). No action will be taken. Attorney Bagwell recommended that once they go into Executive Session then we can Adjourn the meeting for 3:38 p.m. and all that will not be in the Session may leave.

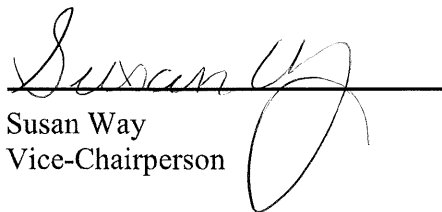
Adjourn

Commissioner Hart moved to adjourn the meeting at 3:38 p.m. The motion was seconded by Commissioner Way; motion was approved 2-0.

**ABSENT**

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Jerry Lundberg  
Chairperson

  
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James Jay Hart  
Secretary

  
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Susan Way  
Vice-Chairperson