

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday May 2, 2022 at 3:00 p.m.

---

Chairperson: Jerry Lundberg  
Vice Chairperson: Susan Way (Absent)  
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  
Michaela Horishige, Accounting/Office Assistant

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

PUBLIC COMMENTS

Ms. Cindy Nguyen and Mr. Le Viet Hoai, Regarding Settlement Agreement 3782 Beach Drive joined the meeting at 3:15pm. When called upon, Cindy Nguyen spoke stating that they have 3 proposals for their home on 3782 Beach Drive. Attorney Ken Bagwell recommended that the couple put together a proposal in writing and email it to GM Randy Screws for everyone to review and discuss and the next Board Meeting on May 16, 2022.

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of April 18, 2022
2. Approval of Vouchers WSUD #30488 through #30518 in the amount of \$20,458.67
3. Approval of Vouchers SKWRF #16939 through #16956 in the amount of \$45,953.83
4. Approval of April Payroll in the amount of \$193,038.46

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

BOARD DISCUSSION/ACTION

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

Discussed with the couple that we need the proposal in writing and to have it emailed to GM Randy Screws.

Board Discussion: Introduction, New Employee, Michaela Horishige, Accounting/Office Assistant:

Introduced herself and told everyone a little bit about herself.

Board Discussion, Resolution 880-20, Emergency Declaration

Tabled until June 1, 2022 Board Meeting.

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

Residents have moved out for the most part and Kitsap County have gone in and have been cleaning it out the area.

Resolution 1013-22, Amending the Personnel Manual, Floating Holiday Accrual and Use Policy

Passed 2-0

Resolution 1014-22, Declaring Surplus Property, WSUD Vehicle

Passed 2-0

Resolution 1015-22, Establishing a Local Facilities Charge, Blueberry/Geiger Lift Station

Passed 2-0

Resolution 1016-22, DEC Lennar, Inc., Four Seasons Plat

Passed 2-0

Plat Resolution 1017-22, DEC Lennar, Inc., Parkside Plat

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.
- Working on Grant funding for potential 2023 capital project. Anoxic mixer replacement.

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on the Sharples replacement.
- Completed Basis of Design stage.
- Currently in design estimated for the full 12 weeks.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Applied for Grant funding through Department of Ecology. Mid-June is the new word on that.

NPDES Reports

- Working with the City and District on the Industrial Users Survey. They currently have received 16% return on the surveys.
- Outfall inspection in the works. No updates.
- Had a Storm Water inspection with D.O.E. 04/19 at the SKWRF. It was determined that we will need to apply for an Industrial Storm Water Permit by June 16, 2022. Currently looking at ways to avoid pending permit.

#### General

- An RV hit our fence Saturday, April 17, 2022 at 5 a.m. and they damaged the corner near the middle entry. We fixed it up pretty good in house.

#### OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

#### CIP-South Park Main replacement

- Our final comments are with WSE.
- Possible conflict with storm culvert, WSE will be working on the survey locate.

#### 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.
- Low bid came in at \$1,600,455.00 by Ceccanti.
- Will schedule pre con soon.

#### Eisenhower Main Replacement

- Engineers' estimate came in at \$390,000.00.
- Low bid came in at \$401,455.00 by Pape and Sons.
- Will schedule Pre-Con soon.

#### Fircrest/Mile Hill Main Replacement

- 2" galvanized to be replaced.
- Possible development going in.
- No update.

#### Olney Sewer Replacement

- HDR Engineering estimate came back high.
- Engineering contract has been signed with WSE.
- Looking at both open cut and pipe bursting.
- No update.

#### Well 21 Pump and Motor Replacement

- Wes, Kurt and PSE coordinated a shut down for next week to install new breakers.
- 550' new column installed, new pump and motor have been installed.

#### Pipe Line Project on Madrona

- Iron Horse will start June 20, 2022.

#### Crew

1. St. Vincent De Paul project will happen after the rain, around late April. No updates.
2. Two service line repairs. Had a morning shut down to eliminate any inconvenience.
3. Flow meter installation and mission integration continues.
4. Water meter replacement continues.
5. Interviewed two candidates for the Trainee Position.
6. Working on day to day operations, clean up and facility maintenance.

#### FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- April's billed consumption was at 33 million gallons, which is down 1% compared to April 2021. Sewer revenue was \$403K, which increased 7% from last year with 11 new connections. Water revenue was \$297K, which is up 8% with 12 new connections.
- Processed 43 final billing accounts. There are 1726 customers that pay online including 1506 accounts that are setup on auto pay.
- We are now at a point where we can have two groups in the office to work efficiently, it will be Customer Service and Finance group. Every task has two that are able to perform the task. As well as the Board Meetings, Amber will continue doing the first Board Meeting of the month and Michaela will be taking care of the second one.
- Working on updating the annual risk pool asset with the department's help.
- Completed the SKWRF annual report draft for Randy to review. Continuing to work on the District's report.

#### GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Ms. Cindy Nguyen and Mr. Viet Le, regarding Settlement Agreement on 3782 Beach Drive. The Board has been apprised of their request for consideration of a potential extension of time as new property owners regarding non-conformity for the property. A settlement agreement was entered into and adopted by the Board by way of Resolution 656-17 on May 8, 2017 and recorded on the property on May, 17, 2017. Contained within the settlement agreement, in regards to property transfer, the new owners would have one year to bring in to conformity. New ownership per Kitsap County Records indicates November 24, 2021.

- Work continues on restructuring of the District Developer permitting process.
- Work continues on reviewing and updating the website.
- The financial Chapter for the Water System Plan (WSP) has been completed by FCS Group. The process of assembling the WSP will begin and completed soon.
- An internal meeting is scheduled for May 10, 2022 which should provide for the final steps and allow for the compiling of all information for the rate study. It is anticipated that we will be scheduling a public presentation at a Board in the near future.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I Response.
- WSUD staff want to extend a thank you to the Board for the Employee Appreciation Luncheon held on April 27, 2022. Staff also expressed their appreciation of the Commissioners who attended the function.
- Utility Specialist Trainee Job opening, staff have interviewed two candidates for the position. Also want the Board to consider hiring two people for the District.

COMMISSIONER REPORTS

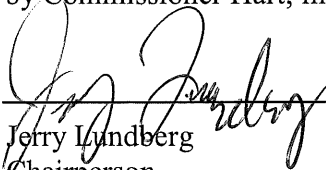
Commissioner Hart and Commissioner Lundberg attended the Employee Appreciation Luncheon. Commissioner Hart attended a Justice meeting for low income, he wants to look into the inflation rates after June 2022 budget.

EXECUTIVE SESSION

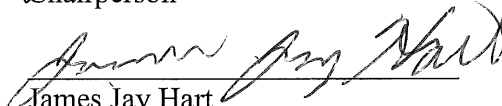
None

Adjourn

Commissioner Lundberg moved to adjourn the meeting at 4:05 p.m. The motion was seconded by Commissioner Hart; motion approved 2-0.

  
 \_\_\_\_\_  
 Jerry Lundberg  
 Chairperson

\_\_\_\_\_  
 Susan Way  
 Vice-Chairperson

  
 \_\_\_\_\_  
 James Jay Hart  
 Secretary