

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday June 06, 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
Ken Bagwell, Attorney
Amber Brooks, Accounting/Office Assistant
Michaela Horishige, Accounting/Office Assistant
Ryan Marberg, Seattle Techs
Wes Morrell, IT
Jacob Holcombe, IT

The meeting was called to order by Commissioner Way at 3:00 p.m. Commissioner Lundberg arrived at 3:06pm, after the Consent Agenda and Board Action Items.

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of May 16, 2022
2. Approval of Vouchers WSUD #30563 through #30601 in the amount of \$106,060.47
3. Approval of Vouchers SKWRF #16971 through #16994 in the amount of \$32,704.23

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

BOARD DISCUSSION/ACTION ITEM

Resolution 1019-22, Amending Water Rates, Meter Charge

Passed 2-0

Resolution 1020-22, Amending Section 1 of Resolution 1011-22

Passed 2-0

Resolution 1021-22, Amending Section 1 of Resolution 1012-22

Incorrect information, correct one to sign at next BOC.

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Received Preliminary 50% Design today via email.
- Subcontractor walk through on Friday, June 10, 2022.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Applied for Grant funding through Department of Ecology, no updates.
- Received notification today via mail that the SKWRF has a forthcoming PSNG Permit Fee of \$0.31 per residential equivalent for a total, as of now, of \$3,672.00 additional fees per year.

NPDES Reports

- Working on the Industrial Users Survey. Plenty of letters, emails and calls received. Survey is ongoing.
- Applying for Storm Water Permit next week.
- Outfall inspection in the works. No hard date yet for the inspection.

OPERATIONS MANAGER'S REPORT

Operations Manager John Tapia reported:

CIP - South Park Main Replacement

- Locate and survey completed for the site.
- WSE is working on the recommended easement.

Powell Booster Station Engineering

- Addendum for project received. This is for offsite pipe abandonment and upsizing, no update.

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.
- Project has started.

Eisenhower Main Replacement

- Engineers estimate is \$390,000.00.
- Low bid came in at \$401,455.00 by Pape and Sons.
- Pipe is being delivered onsite.
- Row permit with KC is under review.

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.
- WSE working on the survey schedule.

Well 21 Pump and Motor Replacement

- Everything has been completed. Ran pump to atmosphere through the weekend, at 600+ GPM.
- Pulled sample today prior to resuming operations.

Pipe Line Project - Madrona

- Iron Horse start date moved to June 7th.

Crew:

1. St. Vincent DePaul project will happen after the rainy season, no update.
2. Flow meter installation / mission integration continues.
3. Water meter replacements continue.
4. Thomas (Dale) Buckler will start June 21st.

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell was absent for this meeting due to training. GM Randy Screws reported the Annual Reports for the District and SKWRF have been filed.

GENERAL MANAGER’S REPORT

GM Randy Screws reported:

- Work continues on restructuring of the District Developer permitting process.
- Work continues on reviewing and updating the website.
- We continue the process of working towards finalizing the Water System Plan. The District received the draft plan from HDR Engineering and it is currently under review for comment for development of the final plan.
- The Rate Study is also near the finalized draft. Tentatively, we have scheduled a presentation on July 5th with the Board of Commissioner to go over the findings and recommendations.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I Response.
- Reminder of Knowbe4 training for cyber-attacks needs to be completed by the Board as part of our risk and resilience program requirements.

COMMISSIONERS' REPORTS

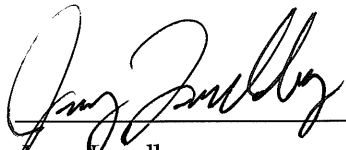
Commissioner Hart reported that he had attended the WASWD monthly meeting via Zoom. He also attended the Retro Committee meeting and the L&I refund this year will be the highest it has ever been. Commissioner Way and Commissioner Lundberg had nothing to report.

EXECUTIVE SESSION

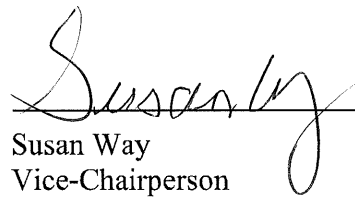
A 30 minute Executive Session commenced at 3:21pm to provide information to the Board of Commissioners regarding infrastructure and security of agency computer and telecommunications networks. All staff attending the meeting participated in the Executive Session. The Executive Session concluded at 3:51pm with no action taken.

Adjourn

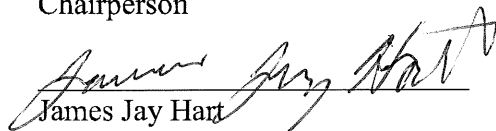
Commissioner Hart moved to adjourn the meeting at 3:51 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary