

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

July 5, 2022
3:00 PM

Please direct your smart device or computer to www.wsud.us/meetings for information on virtual attendance.

AGENDA

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of June 20, 2022
2. Approval of Vouchers WSUD #30648 through #30672 in the amount of \$31,026.24
3. Approval of Vouchers SKWRF #17014 through #17033 in the amount of \$44,896.24

BOARD DISCUSSION/ACTION ITEM

1. Introduction of Newly Hired Utility Specialist Trainee
2. Resolution 1024-22, DEC Acceptance, Payseno Lane Multifamily Apartments, Phase 1
3. Resolution 1024-22, Wage Step Increase SKWRF Employee
4. Resolution 1025-22, Wage Step Increase WSUD Employee
5. Resolution 1026-22, Wage Step Increase WSUD Employee

STAFF REPORTS

1. Plant Manager
2. Operations Manager
3. Finance Manager
4. General Manager

COMMISSIONERS' REPORTS

EXECUTIVE SESSION

Executive Sessions may be scheduled or announced for discussions per RCW 42.30.110.

FUTURE MEETINGS

July 18	Regular Board Meeting
August 1	Regular Board Meeting
August 15	Regular Board Meeting
August 17	Sewer Advisory Committee Meeting (SKWRF)

Executive Sessions may be scheduled as needed for personnel, legal and other similar matters.

The Board may add and take action on other items not listed on the agenda

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday June 21, 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

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of June 6, 2022
2. Approval of Vouchers WSUD #30602 through #30647 in the amount of \$326,445.61
3. Approval of Vouchers SKWRF #16995 through #17013 in the amount of \$951,390.17
4. June Payroll in the amount of \$187,573.10

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

BOARD DISCUSSION/ACTION ITEM

Resolution 1022-22, DEC, Housing Kitsap, Riverstone Plat
Passed 3-0

Resolution 1023-22, Purchase of Equipment, Orchard Bluff Lift Station
Passed 3-0

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.
- Next Cohort meeting scheduled for 06/22/2022.

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Received Preliminary 50% Design.
- Subcontractor walk through on Friday, June 10, 2022, no updates.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- No update for Grant funding through Department of Ecology.

NPDES Reports

- Working on the Industrial Users Survey. Plenty of letters, emails and calls received.
- Submitted Notice of Intent for Coverage of Industrial Storm Water Permit on Monday June 14, 2022.
- Outfall inspection in the works. No hard date yet for the inspection.
- Received final lab results today, June 21, 2022 and had to resubmit both DMR's for May today with missing data from 3rd week of May from Spectra Laboratories. Spectra Laboratory is a mess. Currently we have not received a single sample result from June.
- **New Biosolids General Permit** effective July 15, 2022.

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.
- Pre-Construction meeting is done.
- Work will start July 5, 2022.

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

- Pump and motor has stopped working, preliminary testing shows a bad motor.

Pipe Line Project - Madrona

- Iron Horse has completed the work.
- Sending recordings to review.

Crew:

1. St. Vincent DePaul project will happen after rain lets up, no update.
2. Flow meter installation / mission integration continues.
3. Water meter replacements continue.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Consumption was billed at 36m gallons with a 11% drop compared to May 2021.
- May Revenues for Sewer was \$398K which is up 10% and we added 5 new connections; Water was \$321K which was up 4% and we added 7 new connections.
- Final billed 49 accounts, sent out 94 final notices, had 8 shut offs and 56 past due accounts with \$42K.
- Annual reports were filed.
- Debbie and Janet completed the Sewer ERU counting's, which contributes to the Plants 2023 budget preparations. Commercial ERU account is down 3%.
- Springbrook update. We are two versions behind and have not updated since 2013. Data conversion was completed. We will be testing the program in the next 3-4 weeks. It is going to be very busy.

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 we have scheduled a presentation on July 5, 2022 with the Board of Commissioners to go over the findings and recommendations.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I Response.

COMMISSIONERS’ REPORTS

Commissioner Lundberg, Commissioner Hart and Commissioner Way had nothing to report.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Hart moved to adjourn the meeting at 3:32 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary