

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday July 5, 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  
Kevahn Steinke, Plant Maintenance Supervisor  
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 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

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

BOARD DISCUSSION/ACTION ITEM

Introduction of Newly Hired Utility Specialist Trainee

Dale Buckler introduced himself and John Tapia introduced him as well.

Resolution 1024-22, DEC Acceptance, Payseno Lane Multifamily Apartments, Phase I

Passed 3-0

Resolution 1025-22, Wage Step Increase SKWRF Employee

Passed 3-0

Resolution 1026-22, Wage Step Increase WSUD Employee

Passed 3-0

Resolution 1027-22, Wage Step Increase WSUD Employee

Passed 3-0

## STAFF REPORTS

### PLANT MANAGER'S REPORT

Plant Maintenance Supervisor Kevahn Steinke reported:

#### PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- Cohort meeting completed on 06/22/2022.

#### Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Subcontractor walk through happened Friday the 10<sup>th</sup>.
- Beginning to see longer lead times on supplies for this project.
- Tentative ESCO updates meeting will be 07/12/2022.

#### Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Ecology is preparing to move the Nutrient Reduction grants into the agreement development phase over the month of July, as they continue to recruit for the grant manager position.
- We will be reaching out soon on getting that process moving.

#### NPDES Reports

- Continued work on the Industrial Users Survey.
- Outfall inspection in the works. No hard date yet for the inspection.
- **New Bio solids General Permit** effective 07/15/2022.

#### Miscellaneous Updates:

- Waste Management to begin discharging leachate 3<sup>rd</sup> week of July.
- Primary skimmer replacement in progress.
- Demo of process equipment is a bust for influent flow meter and chlorine analyzer.
- 2021 Department of Ecology Treatment Plant Award Recipients, 3 years in a row.

### 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 is making good progress.

#### 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 07/6/2022.

#### 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, pump and motor will be pulled on 07/19/2022.

#### Pipe Line Project - Madrona

- Iron Horse has completed the liner and manhole rehabs. Video inspection looks good.

#### 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.
4. Flow testing on Orchard Bluff.
5. Flush and TV sewer work orders.

#### FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

Nothing to report, Joy was out with Covid.

#### 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 has been commented.
- 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.

- Congratulations to the SKWRF for earning an Outstanding Performance Award from DOE for 2021. This means that the facility regularly met pollution limits, conducted monitoring, submitted reports on time, properly planned for spill prevention and fulfilled all operational demands outlined within the facilities NPDES Permit. SKWRF was one of 124 facilities who received the award out of more than 300 facilities.
- On Friday July 1<sup>st</sup>, WSUD received a letter from the City of Port Orchard informing the District that it will be imposing a Utility Tax on WSUD for gross revenues received for water and sewer within the incorporated areas of the City in which the District provides services. The tax will begin on January 1, 2023 and is currently at a rate of 5% per the City's Municipal Code Section 5.84.010.
- An Executive Session is being requested for 10 minutes for discussion of the Performance of public employees under RCW 42.30.110(1)(g). Action will be taken after the Board returns to regular session.

COMMISSIONERS' REPORTS

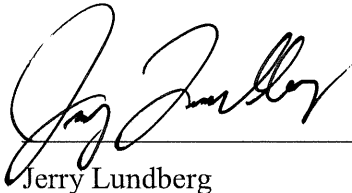
Commissioner Lundberg, Commissioner Hart and Commissioner Way had nothing to report.

EXECUTIVE SESSION

An Executive Session is being requested for 10 minutes for discussion of the Performance of public employees under RCW 42.30.110(1)(g). Action will be taken after the Board returns to regular session. Went into session at 4:00 p.m. then came out of the session at 4:10 p.m.

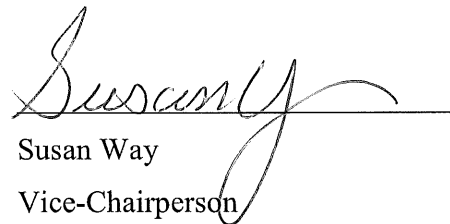
ADJOURN

Commissioner Hart moved to adjourn the meeting at 4:11 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.



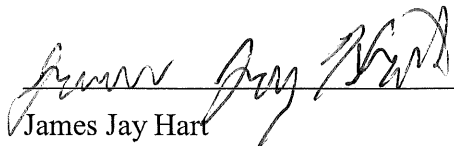

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Jerry Lundberg  
Chairperson




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Susan Way  
Vice-Chairperson




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James Jay Hart  
Secretary