

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday August 15, 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

Paul and Marcia Berg attended the meeting to discuss their concerns in the Leak Adjustment processes.

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of August 1, 2022
2. Approval of Vouchers WSUD #30743 through #30780 in the amount of \$618,495.01
3. Approval of Vouchers SKWRF #17082 through #17111 in the amount of \$90,049.46
4. August Payroll in the amount of \$195,630.03

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

Mr. Paul Berg, Regarding Leak Adjustment Policy, 3087 Harris Road SE

Mr. Paul Berg addressed the Board indicating displeasure with the process of customer notification of potential leaks on private property. He informed the Board the property service line from the meter to the structure was replaced. Mr. Berg stated that no leak was present from his service line or could be identified when replacing the service line and claimed a faulty meter. The concern conveyed by Mr. Berg to staff of overlapping billing cycles when considering leak adjustments was not addressed and no recommendations provided to the Board for consideration relating to the "Leak Adjustment" policy language. The Board directed the General Manager to provide to the Board, policy language relating to customer notification when a potential leak is suspected on private property and indicated they would review the policies. Commissioner Hart

informed Mr. Berg no further discussions regarding the property would occur without Mr. Berg's presence. The Board informed Mr. Berg that a determination would occur within 60 days after which Mr. Berg left the meeting.

Discussion, 1521 SE Piperberry Way, Irrigation System and Consumption Charges

Discussion was had regarding the charges for sewer on the commercial account where an irrigation system is tied to the domestic service. A common property area exists where an irrigation system is supplied from private service from a commercial building. The commercial building was previously subject to adjustments for the irrigation use by means of a "winter averaging" policy which was rescinded by the Board. Based on recommendation by the General Manager, the Board extended to waive irrigation GFC's and credit the account for the additional sewer charges incurred this year based on consumption in excess of the winter consumption months (November – March) if the property owner installs a separate irrigation meter.
Passed 3-0

Public Informational Meeting and Presentation of the WSUD Draft Water System Plan by WSUD Staff and HDR Engineering per WAC 246-290-100(8)(a).

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.
- Now projected to go into July of 2023.
- Had a meeting on August 12th. Currently working with Trane. Sounds like we may be back to the budgeted amount. Awaiting documents from DES to proceed.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Updates on grant funding: They have hired an internal grant manager and expect to have the agreements out to agency for signature over the next couple of weeks and no later than August 15th.

NPDES Reports

- Outfall inspection in the works. No hard date yet for this inspection.
- Currently, we are attempting to get accredited to run these tests in-house instead of relying on the outside lab. Currently waiting on Ecology's reply.
- Submitted both the Municipal and General Nutrient reports today with missing data and will have to resubmit once data is received from lab, this is the 3rd month in a row for this.

Industrial Storm water General Permit

- We are now covered under the Industrial Storm water General Permit as of July 21, 2022 via Department of Ecology.
- Received first annual Water Quality Fee invoice pertaining to this permit for \$1,862.31 due September 5th, 2022.
- Currently working on required Storm water Pollution Prevention Plan.

Miscellaneous Updates

- Waste Management began discharging leachate on July 11th, 2022. This year Waste Management discharged leachate for 3 full weeks ending Friday, July 29th, 2022. No totals or diver logs as of yet.

SKWRF Annual Flows

1. 2019 = 625,007,600 gallons
2. 2020 = 655,427,200 gallons
3. 2021 = 683,216,300 gallons *approximately 30 million additional gallons per year in the past 3 years.*

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 almost complete. Paving on Thursday and then the punch list and clean up for completion.

Eisenhower Main Replacement

- Engineers estimate is \$390,000.00.
- Low bid came in at \$401,455.00 by Pape and Sons.
- Last tie in today and paving scheduled for Wednesday.

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 is working on the survey schedule.

Well 21 Pump and Motor Replacement

- Motor was found to be bad. Pump is being tested and hopefully it will be reinstalled soon.
- Holt has not returned our call. Looks like we may have to wait until December.

Crew:

- St. Vincent DePaul project, city contacted about the permit. Reached out to Caseco for an updated time.
- Water meter replacements continue.
- Flush and TV sewer work orders.
- New pump received for LPO, installed and running well. The other pump was picked up today for repair.

Water Production:

- 2021-\$293,910,000
- 2022-\$252,124,000
- Difference-\$41,786,000 less

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell Reported:

- New Springbrook runs well except for a few of the FA reports need to be rebuilt. Customer Service processed ACH and auto pay without issues.
- Received retro refund of \$14K for SKWRF and \$17K for WSUD. Total \$31K this year.
- We final billed 52 accounts and 1,650 customers are paying online including 1,540 on auto pay.
- Completed MSRB annual filling and SKWRF mid-year budget review.
- Started to work on 2023 budget.
- Last month, we sent 131 past due letters, only 30 were shut off.
- As of today, we have 68 accounts with \$38K owed and 90 days past due.

GENERAL MANAGER'S REPORT

General Manager Randy Screws Reported:

- Work continues on restructuring of the District Developer permitting process. Currently working on unit pricing for construction cost and bonding requirements.
- Work continues on reviewing and updating the website.
- As the Finalization of the conversion of our financial software was completed last week,

we will be focusing on segregation of cost of service within our billing system to adequately represent these services provided within the City of Port Orchard that will be subject to the City's imposition of a Utility Tax on West Sound Utility District.

- The District is currently working on a scope of services with FCS Group to delineate the cost of Fire Suppression to develop cost for supplying Fire Suppression within the District Service Area and City Limits.
- Quarterly Employee Appreciation.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I response.
- No Executive Session is being requested.

COMMISSIONERS' REPORTS

Commissioners had nothing to report.

EXECUTIVE SESSION

No Executive Session was requested.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 4:58 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary