

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday September 6, 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
Michaela Horishige, 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 address the Board regarding the Leak Adjustment Policy.

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of August 15, 2022
2. Approval of Vouchers WSUD #30781 through #30828 in the amount of \$715,319.11
3. Approval of Vouchers SKWRF #17112 through #17129 in the amount of \$36,388.17

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

BOARD DISCUSSION/ACTION ITEM

Mr. Paul Berg, Request to Address the Board of Commissioners

Mr. Berg reiterated to the Board that his recent bill showed 1,800,000 gallons of water consumed and that neither he nor his contractor could identify a leak. He suggested there might have been a meter failure which later resolved itself. Mr. Berg suggested a modification to the policy for cases of excessive consumption, as well as written notice to owners when a leak is suspected by WSUD staff.

Presentation of Policy Language Requested by The Board

GM Randy Screws presented current policies and procedures regarding leaks and leak adjustments. Currently, there is no formal notification policy when a leak is suspected but it is done as a courtesy. Two employee statements were read which described the high meter reading recorded on Mr. Berg's property, attempts to notify the customer, and the notification of his

contractor. GM Randy Screws also compared the current leak adjustment policy to other local water districts.

Discussion, Leak Adjustment Policy

An adjustment to the current policy was discussed, with a revision to be drafted pending legal counsel.

Board Discussion, Resolution 880-20, Emergency Declaration

Repealed 3-0

Discussion, 2023 Salary Schedule and Benefits, BLS Data

GM Randy Screws presented additional information about BLS Data and possible reorganization of salary schedules.

Resolution 1031-22, Step Increase, Administrative Employee

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. Currently at 9% savings for the year.
- Looking at MBR mixer replacement with grant funding. Awaiting mixer quote.

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Signed documents sent to DES Wednesday 31st. Project moving forward. Awaiting further updates from Trane.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Updates on grant funding: *Your organization has been selected for an award contingent on funding availability. An Ecology rep will be contacting you soon with more information.*

NPDES Reports

- Outfall inspection still pending. No hard date yet for the inspection.
- Currently we are attempting to get accredited in house for running these tests that we currently take to the labs. Still currently awaiting Ecology reply.
- Resubmitted both the Municipal and the GNP reports for July violation free after receiving laboratory results.

Industrial Storm Water General Permit

- Currently working on required Storm Water Pollution Prevention Plan.
- As of this year we are now under 4 permits through Department of Ecology, 2 additional this year now.

OPERATION 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 paved. 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.
- Project is complete pending county Road inspection.

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

- Bad motor was found. Pump is being tested and hopefully it will be reinstalled soon.
- Kurt is working on the splice for the motor and cable today.
- Will find out when it can be installed soon.

Crew:

1. St. Vincent DePaul project City contacted about the permit. Reached out to Casco for time update.

2. Commercial Water meter replacements continue. Schools before they start up.
3. Flush and TV sewer work orders.
4. New pump received for LPO was installed. Two new soft starts were installed today.

Water Production:

- 2021- 470,253,000
- 2022- 416,902,000
- Difference: -53,351,000 less

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell Reported:

- Billed consumption was 68 million gallons, an 11% decrease compared with Aug 2021.
- Sewer revenue was \$441K, increased 11% from last year and we added 1 new connection; Water revenue was \$443K, same as last year and we have added 3 new connections.
- 1,871 accounts paid online including 1,572 with auto pay. Processed final billing for 32 accounts.
- Continue working on 2023 budget.
- Had two week vacation and am catching up on my work. Admin team did a great job during my vacation. All of the staff's hard training is paying off. I'm very confident with their performance.

GENERAL MANAGER'S REPORT

General Manager Randy Screws Reported:

- Work continues on restructuring of the District Developer permitting process. Continuing to work on unit pricing for construction cost and bonding requirements, also flow charts and check lists.
- Staff are currently reviewing streetlight policies and have updated GIS mapping with updated information from PSE. The District is responsible for collecting fees for operation and maintenance of streetlights within its street lighting district. There will be more to discuss in the near future regarding street lighting.
- Work continues on reviewing and updating the website.
- Reclassification of some of the risk class employees to reduce L&I Costs; awaiting L&I response.
- The District completed the scope of services and executed a contract extension with FCS Group to define the cost of fire suppression. This is to develop cost for supplying fire suppression within the District Service Area and City Limits.
- BKAT, Bremerton Kitsap Access Television has indicated they would like to use our site to film a video for careers in the water industry for Water Purveyors Association of Kitsap County. They will be performing staged individual interviews (4 people), as well as locations for b roll where we they can film those interviewees engaging in simulated work tasks.
- September 19th, prior to our regularly scheduled meeting, a special meeting will be called for

the purpose of review and discussion of Capital Projects and modification of rates and charges.

- An Executive Session is being requested for the purpose of performance of a public employee (RCW 42.30.110(1)(g))

COMMISSIONERS' REPORTS

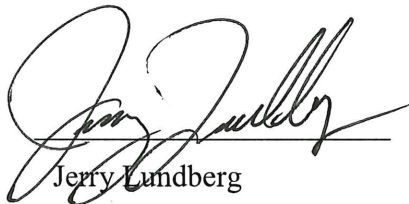
Commissioner Hart reported Jeannie Screws was nominated as a lifetime member of WASWD at their recent meeting.

EXECUTIVE SESSION

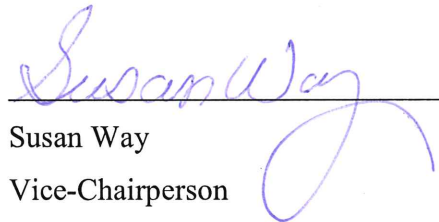
The Board and GM Randy Screws entered executive session at 5:35 p.m. for 5 minutes. Commissioner Hart moved to approve Resolution 1031-22. The motion was seconded by Commissioner Way; motion passed 3-0. The Executive Session concluded at 5:40 p.m.

ADJOURN

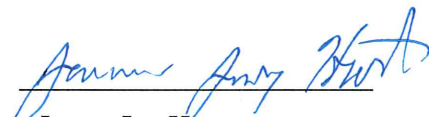
Commissioner Lundberg moved to adjourn the meeting at 5:42 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary