

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, October 03, 2022 at 3:00 p.m.

Chairperson: Jerry Lundberg
Vice Chairperson: Susan Way
Commissioner: James J. Hart

Attending: 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

None.

CONSENT AGENDA

1. Approval of the Special Board Meeting Minutes of September 19, 2022
2. Approval of the Regular Board Meeting Minutes of September 19, 2022
3. Approval of Vouchers WSUD #30868 through #30900 in the amount of \$126,642.49
4. Approval of Vouchers SKWRF #17150 through #17168 in the amount of \$20,562.96

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

Discussion, Water Usage Relief Policy Implementation

The Board was asked to clarify if Resolution 1033-22 would be retroactive or active from the date signed. The Board said it was active from the date signed, September 19, 2022.

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 10% energy savings for the year.

Rotary Drum Thickener-ESCO (2022)

- Trane ordered the thickener from FKC.
- Received notice to proceed from the state (9/26).
- Project kick off meeting on 9/26.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Updates on grant funding: Ecology expected to have agreements out for signature by 9/26. That did not happen.

NPDES Reports

- Outfall inspection still pending. Contractor looking at the next few weeks for completion.
- Currently, we are attempting to get accredited to run these tests in-house instead of relying on the outside lab. Still currently waiting on Ecology's reply.
- Resubmitted both the Municipal and the GNP reports without violation for August.
- Industrial User Survey in progress.
- Industrial Storm Water Pollution Prevention Plan in progress.

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 paved. Punch list and clean up for completion.

Eisenhower Main Replacement

- Engineer's 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.
- Calling in design locates.
- WSE working on the survey schedule.

Well 21 Pump and Motor Replacement

- Holt has installed pump and motor.
- Mitchell Lewis agreed to warranty the pump, saving \$18,000.00.

Crew:

1. St. Vincent DePaul project: City contacted about the permit. Caseco gave the date October 20th.
2. Commercial water meter replacements continue, 64 commercial meters remain.
3. Flush and TV sewer work orders.
4. Soft starts have been installed at Conifer PK. We are monitoring and have seen under and over currents hitting that station.

Water Production:

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

Rain Gauge:

- 2021- 25.61”
- 2022- 31.74”
- Difference – 6.13” more

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell Reported:

- Billed consumption was 81 million gallons, about the same as September 2021.
- Sewer revenue was \$448K, increased 15% from last year, added 15 new connections for Payseno Lane Phase 1.
- Water revenue was \$510K, increased 8% from last year.
- 1,780 paid online including 1,537 with auto pay. Processed final billing for 48 accounts.
- Continue working on 2023 budget.
- State audit will start on Monday, October 10th.
- All 3rd quarter reports, unclaimed properties report, and IRA annual vehicle benefit report are due this month.

GENERAL MANAGER’S REPORT

General Manager Randy Screws was absent.

COMMISSIONERS’ REPORTS

Commissioner Hart reported his experience at the WASWD Fall Conference and discussions with other members on the effects of population growth. Commissioners Way and Lundberg had nothing to report.

EXECUTIVE SESSION

None requested.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 3:35 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary