

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, November 7, 2022 at 3:00 p.m.

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

Attending: John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Amber Brooks, 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 Regular Board Meeting Minutes of October 17, 2022
2. Approval of the Special Board Meeting Minutes of October 24, 2022
3. Approval of Vouchers WSUD #30948 through #30996 in the amount of \$88,154.44
4. Approval of Vouchers SKWRF #17192 through #17219 in the amount of \$73,335.91

Commissioner Hart moved to approve the items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 2-0.

BOARD DISCUSSION/ACTION ITEM

Presentation of the Rate Study for the WATER/Sewer Utilities

GM Screws went over the replacements made within the Rate Study for Water. Commissioner Jim Hart talked about possibly doing a Public Meeting, they will discuss it more at the next meeting.

Resolution 1034-22, Establishing A Green House Gas Policy

2-0

Resolution 1035-22, Appointing District Auditing Officer(s)

Didn't get signed, needs to be signed at the next BOC Meeting

Resolution 1036-22, Amending Policy, Authority to Approve Vouchers

2-0

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, year 2 of 3.
- Next workshop will be held 3rd of November.

Rotary Drum Thickener-ESCO (2022)

- Trane ordered the thickener from FKC.
- Piping order in process.
- Project kick off meeting on 9/26.
- No further updates.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- No updates on grant funding.

NPDES Reports

- Outfall inspection contactor cancelled. Reaching out to new outfits to perform the outfall inspection.
- Currently, we are attempting to get accredited in house for running these tests that we currently take to the labs,
- 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

- Engineering contract has been signed with WSE.
- WSE is working on the design locate and 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.
- Pump and motor installed and pumping 640 GPM.
- Project is closing without L&I.

Crew:

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update, October 20th.
2. Commercial water meter replacements continue, 55 commercial meters remain.
3. Flush and TV sewer work orders.
4. We have been watching and under and over currents have been hitting that station. PSE has been notified 4 times and they repeat that it is not an issue.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell Reported:

- Billed consumption for 58m gallons, which is a 4% increase compared to October 2021.
- October billed revenues-Water \$399K, 11% increase, 4 new connections, Sewer \$421K, 10% up, add 2 new connections.
- 1763 online pay, 1548 auto pay and processed 38 final bills.
- Janet and Michael are working on verifying accounts with Jacob through Vueworks and making adjustments.
- Audit is continuing. Accountability: OPMA, financial condition, Financial statement, cash reconciliations, pension, AP expenses, Procurement, Contribution capital, fixed assets and Water/Sewer sales and service fees.

GENERAL MANAGER’S REPORT

General Manager Randy Screws Reported:

- Priority since our last Board meeting has been:
- Preparation of the 2023 budget.
- Working with State Auditor.
- Working on Master Schedule of Fees and Charges and fire line survey to develop fire service charges.
- Reviewing ADU Policies.
- Water System Plan was scheduled to be submitted to Department of Health last week.
- No Executive Session was requested.

COMMISSIONERS’ REPORTS

Nothing to report.

EXECUTIVE SESSION

No Exevutive Session was Requested.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 3:35 p.m. The motion was seconded by Commissioner Hart; motion approved 2-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary