

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, November 21, 2022 at 3:00 p.m.

Chairperson: Jerry Lundberg (Absent)
Vice Chairperson: Susan Way (Virtual)
Commissioner: James J. Hart (Virtual)

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager (Virtual)
Michaela Horishige, Accounting/Office Assistant

The meeting was called to order by Commissioner Way at 3:07 p.m.

PUBLIC COMMENTS

It was announced that a legislative public hearing on rate increases will not be pursued.

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of November 7, 2022
2. Approval of Vouchers WSUD #30997 through #31027 in the amount of \$261,764.00
3. Approval of Vouchers SKWRF #17220 through #17242 in the amount of \$158,200.08
4. Approval of the November Payroll in the Amount of \$193,911.98

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

BOARD DISCUSSION/ACTION ITEM

Discussion, District Master Schedule of Fees and Charges

GM Screws discussed the deadline for when this schedule will be compiled.

Resolution 1037-22, Amending Administrative Code Section 3.2.13, Regular Board Meetings/Meeting Schedule

Passed 2-0

Resolution 1038-22, Adopting 2023 Salary Schedule and Health Benefit Contribution

Passed 2-0

Resolution 1039-22, First Reading, Amending Water/Sewer Rates, Charges and Fees
Read, no questions.

Resolution 1040-22, First Reading, Amending Water/Sewer GFC Charges

Read, no questions.

Resolution 1041-22, First Reading, Adopting the 2023 SKWRF Annual Budget
Read, no questions.

Resolution 1042-22, First Reading, Adopting the 2023 WSUD Annual Budget
Read, no questions.

Resolution 1043-22, DEC, Bridgeview Trails Apartments, Harold Drive SE
Passed 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.
- Completed workshop on November 17th.

Rotary Drum Thickener-ESCO (2022)

- Thickener ordered from FKC.
- Piping order in progress, no update.

Nutrient General Permit (2022)

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

NPDES Reports

- Outfall inspection scheduled for Tuesday, November 29th.
- Total phosphorus sample was missed for October 2022. This would be a permit violation due to laboratory error. We did receive a narrative from the lab admitting error and Ecology was contacted on the issue.
- We are attempting to get accredited in-house for running these tests that we currently take to the labs.

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.
- The project will be completed after restoring a shoulder portion of the road.

Eisenhower Main Replacement

- Engineers estimate is \$390,000.00.
- Low bid came in at \$401,455.00 by Pape and Sons.
- Project is complete; L&I has closed it out.

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.
- Design locate is complete.

Well 21 Pump and Motor Replacement

- Holt has installed the pump and motor.
- Mitchell Lewis agreed to warranty the pump, saving \$18K.
- Pump & motor installed and pumping at 640 gpm.
- Project is closing out with L&I.

Crew:

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update, estimated date was October 20th.
2. Commercial water meter replacements continue, 45 commercial meters remain.
3. Water main flushing of the lower gradient is complete.
4. Cleaned Well 1 and Powell tanks.
5. Fire line survey continues. 10 left, 5 of them are schools scheduled for Wednesday, November 23rd.

Water Production

- 2021: 571,971,000
- 2022: 536,647,000
- 1.6 million gallons per day average
- Difference: 35,324,000 gallons less.

Rain Gauge

- 2021: 36.81"
- 2022: 35.25"
- Difference: 1.56" less than last year.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell Reported:

- As of today, there are 31 past due accounts totaling \$20k.
- Paul Berg's account with the leak balance of \$6,750.00 is paid in full.
- Filed annual census report.
- Audit is continuing. Finished on site field work. Auditors focused on cash, pension, accounts payable, capital assets, payroll, billing, utility billing adjustments, and procurement. This was a good exercise for new staff.
- Risk pool premium increased 8.2%.

GENERAL MANAGER'S REPORT

General Manager Randy Screws Reported:

- Employment Security PFMLA increase beginning in January of 2023 at a rate of 0.8% of gross wages. This is up 0.2% since the beginning of 2021 when the rate was 0.6% and then previously at 0.4%. The rate has doubled since inception in 2019.
- The Department of Labor & Industries (L&I) is proposing a 4.8% increase for workers' compensation insurance next year.
- Fire line survey continues. Fire line survey is to account for all connections and to develop fire line service charges.
- Street light survey is almost complete.
- Continue reviewing ADU Policies.
- Received official confirmation from Department of Health that they have received the Water System Plan.
- HCA PEBB Open Enrollment is currently underway. If you would like to make changes to your medical/dental or other benefits provided by Health Care Authority, you have until November 30th to submit any changes. Changes can be made through your My PEBB Account.
- Preparing annual Federal Motor Safety Administration Clearinghouse query reports.
- No executive session is being requested.
- Reminder that our next Regular Board Meeting will occur on Wednesday, December 7th at 1:00 pm.

COMMISSIONERS' REPORTS

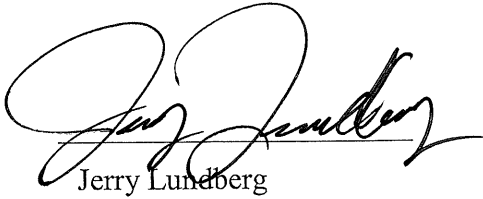
Commissioner Hart attended the SAC meeting. Commissioner Way wished everyone a happy Thanksgiving.

EXECUTIVE SESSION

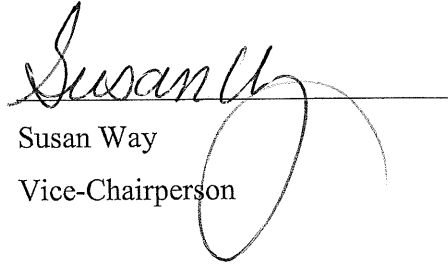
No executive session requested.

ADJOURN

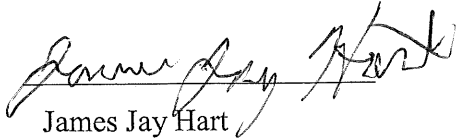
Commissioner Hart moved to adjourn the meeting at 3:31 p.m. The motion was seconded by Commissioner Way; motion approved 2-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James Jay Hart
Secretary