

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, December 21, 2022 at 1:00 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  
Michaela Horishige, Accounting/Office Assistant  
Ken Bagwell, Attorney  
Kevahn Steinke, Maintenance Supervisor  
Mike Ridgeway, Utility Specialist

The meeting was called to order by Commissioner Lundberg at 1:00 p.m.

**PUBLIC COMMENTS**

None

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of December 7, 2022
2. Approval of Vouchers WSUD #31055 through #31097 in the amount of \$69,723.01
3. Approval of Vouchers SKWRF #17265 through #17283 in the amount of \$45,960.15
4. Approval of December Payroll in the amount of \$194,301.34

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**

Board of Commissioners, Recognition of Kevahn Steinke, 35 Years of Service

Commissioner Lundberg read a speech and presented Mr. Steinke with a plaque for his longstanding service.

Board of Commissioners, Recognition of Retirement of Michael Ridgeway

Commissioner Lundberg read a speech and presented Mr. Ridgeway a plaque and gift card to celebrate his retirement.

Board Discussion, GFC Rate Prepayment, Overlook Apartments

The Board discussed a request to pay 50% of GFCs at 2022 rates in December, and pay the remaining 50% by January 31, 2023 due to the ability for construction loan disbursements which cannot occur until January 2023 and were out of the Developer's control. The Board granted the request with condition that

the GFC's were paid in full by January 31, 2023. A motion was made by Commissioner Hart, seconded by Commissioner Way and voted on. The vote was 3-0.

Board Discussion, Section 9.5 of the Administrative Code, Sewer Rates, Commencement of Service

A current water customer requested to pre-pay sewer GFCs at 2022 rates and only be charged ready-to-serve rates until the sewer is fully connected. The current wording of the Administrative Code would have the customer paying full sewer service rates. The request was granted 3-0, with Commissioner Lundberg suggesting the Board establish a maximum amount of time a customer could remain on ready-to-serve.

Resolution 1046-22, Establishing a Rate Schedule for Properties Served within the City of Port Orchard to Recover an Imposed Utility Tax

Passed 3-0

**STAFF REPORTS**

**PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring being performed as required by the NPDES Permit. Still maintaining permit limits.
- In-house projects continue.
- Outfall inspection has been performed December 6, 2022. Currently awaiting report and video to submit.
- Submitted DMR's on December 13<sup>th</sup>, 15<sup>th</sup> and 19<sup>th</sup>. Still awaiting more November results.
- The first storm water sampling for the new permit was completed this week.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement. Year 2 of 3.

Rotary Drum Thickener-ESCO (2022)

- Final FKC thickener submittal has been approved and is finalized.
- General mechanical is still working on getting final pricing and piping submittals from Paramount and I will continue to push on them to get this completed.
- Meeting upcoming with TSI to discuss programming logistics.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Updates on grant funding. New Grant Project Manager hired for DOE. Awaiting some sort of contact.
- Currently collaborating with Jacobs Engineering through AWC on nutrient optimization planning. Jacobs Engineering won the AWC contract for technical assistance for nutrient optimization. We did have a 4 hour site visit on Monday, December 19<sup>th</sup>. It went great. Excited for the assist on this.

**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.
- Restoration of a shoulder portion of the road is done and Kitsap County has passed off on the ROW permit.

#### 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.
- Project design has started with locate being complete.
- Going through project options with WSE.

#### Well 21 Pump and Motor Replacement

- Mitchell Lewis agreed to warranty the pump, saving \$18K.
- Pump and 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. Not enough workers lately.
2. Commercial water meter replacements continue. 25 commercial meters remain.
3. Water main prep for upper gradient.
4. Vac-con demo today.
5. Fire line survey is complete.
6. Working on project closeouts and end of the year assignments.
7. Still looking for a new hire.

### **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- The 2023 budget is entered into Springbrook, working on closing out the year end.
- The audit is almost complete- exit conference is scheduled for December 22<sup>nd</sup>.
- Cut off for AP is Friday, December 23<sup>rd</sup>.

### **GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

- Working on cyclical end of year items such as HCA, OSHA, BLS reporting, etc.
- Fire line/fire suppression survey is complete. Fire line survey is to account for all connections and to develop fire line and fire suppression service rates. The Rate Consultants are wrapping up the

draft report which will be reviewed. Once the final report is done, it will be provided to the Board along with recommendations.

- Street light survey is complete. Staff continue reviewing the information.
- Continue reviewing the District's ADU Policies.

A ten minute Executive Session is being requested for Discussion with legal counsel regarding potential litigation under (RCW 42.30.110(1)(i)).

**COMMISSIONERS' REPORTS**

Commissioners Way, Hart, and Lundberg wished everyone a Merry Christmas.

**EXECUTIVE SESSION**

The Board, GM Randy Screws and attorney Ken Bagwell entered a 10 minute executive session at 1:30 p.m. The session was extended twice, by five minutes each time. No action was taken.

**ADJOURN**

Commissioner Lundberg moved to adjourn the meeting at 1:51 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

---

Jerry Lundberg  
Chairperson

---

Susan Way  
Vice-Chairperson

---

James Jay Hart  
Secretary