

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, January 4, 2023 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
Amber Brooks, Accounting/Office Assistant

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

PUBLIC COMMENTS

None

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of December 21, 2022
2. Approval of Vouchers WSUD #31098 through #31108 in the amount of \$3,821.96
3. Approval of Vouchers SKWRF #17284 through #17296 in the amount of \$10,194.24

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

BOARD DISCUSSION/ACTION ITEM

Board of Commissioners, 2023 Appointment of Officers

Commissioner Way is now Chairperson, Commissioner Hart is Vice-Chairperson and Commissioner Lundberg is Secretary.

Resolution 1047-23, Amending Water and Sewer Policies, Ready to Serve

Passed 3-0

Resolution 1048-23, DEC, Tom and Laurie, LLC., The Ramsey

Passed 3-0

Resolution 1049-23, Step Increase WSUD Employee

Passed 3-0

Resolution 1050-23, Step Increase WSUD Employee

Passed 3-0

Resolution 1051-23, Step Increase WSUD Employee
Passed 3-0

Resolution 1052-23, General Manager's 2023 Salary Adjustment
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permit.
- Outfall inspection was completed on December 6, 2022. Currently awaiting report and video to submit.
- Submitted DMR's repeatedly through last year. Dealing with the local laboratory has been a complete mess with at least two of our samples missed for November and December due to holding times and workers failing to report to the lab. It's requiring much more commitment and time in reporting & resampling.
- Crazy last couple of weeks here for the plant, snow melt, rain, king tides, open man holes, sick workers and limited crew. The guys pulled it off and we made it work.... Mostly. Lots of overtime, call outs, power bumps. Another lift station spill at Marina lift station last week.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement. Year 2 of 3 will be completed in February.

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. I haven't heard any more on that.
- 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 four hour site visit on Monday, December 19th. 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.
- Restoring 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.

Water Production: Through December

- 2021- 651,249,000
- 2022- 615,472,000
- 1.3 million day avg.
- Difference- -35,777,000 less

Rain Gauge:

- 2021- 57.48
- 2022- 53.49

Difference – 3.99” LESS than last year

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- Was out of the office.

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
- District and SKWRF audits by the Washington State Auditor’s Office have concluded. The District was found in compliance in all respects with adequate controls over safeguarding public resources. Audit costs were within budget.

A fifteen minute Executive Session is being requested for Discussion of Performance of public employees (RCW 42.30.110(1)(g)). Action to be taken after the Board is out of Executive Session.

COMMISSIONERS’ REPORTS

Commissioners Way, Hart, and Lundberg had nothing to report.

EXECUTIVE SESSION

The Board and GM Randy Screws entered a fifteen minute executive session at 1:30 p.m. The session was out at 1:45 p.m. Action was taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:45 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Susan Way

Chairperson

James Jay Hart

Vice-Chairperson

Jerry Lundberg

Secretary