

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, December 07, 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
Amber Brooks, Accounting/Office Assistant
Ken Bagwell, Attorney (Virtual)

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

PUBLIC COMMENTS

CONSENT AGENDA

1. Board of Commissioners Proclamation, Michael Ridgeway
2. Resolution 1039-22, Second Reading, Amending Water/Sewer Rates, Charges and Fees
3. Resolution 1040-22, Second Reading, Amending Water/Sewer GFC Charges
4. Resolution 1041-22, Second Reading, Adopting the 2023 SKWRF Annual Budget
5. Resolution 1042-22, Second Reading, Adopting the 2023 WSUD Annual Budget
6. Resolution 1044-22, DEC Acceptance, Richmond American Homes, Emelia Landing
7. Resolution 1045-22, Amending of Water/Sewer Policies, Procedures and Master Schedule of Fees and Charges

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, Board of Commissioners Proclamation, Michael Ridgeway
Commissioner Lundberg read the Proclamation.

Resolution 1039-22, Second Reading, Amending Water/Sewer Rates, Charges and Fees
Passed 3-0

Resolution 1040-22, Second Reading, Amending Water/Sewer GFC Charges
Passed 3-0

Resolution 1041-22, Second Reading, Adopting the 2023 SKWRF Annual Budget
Passed 3-0

Resolution 1042-22, Second Reading, Adopting the 2023 WSUD Annual Budget
Passed 3-0

Resolution 1044-22, DEC Acceptance, Richmond American Homes, Emelia Landing
Passed 3-0

Resolution 1045-22, Amending of Water/Sewer Policies, Procedures and Master Schedule of Fees and Charges
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill Reported:

- Testing and monitoring as required by the NPDES Permit. Still maintaining permit limits.
- In house projects continue. Busy times in the world of SKWRF.
- Outfall inspection has been performed 12/6/2022. Currently awaiting report and video to submit. Initial conversations with divers is that nothing is in need of repairs and flow is consistent through all ports but the last 2.
- Resubmitted Municipal DMR 11/8/2022 and 11/28/2022.
- Storm water sampling still waiting for some flood waters at SKWRF to be able to get a sample.

PSE Conservation Grant Agreement (2021-2023)

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

Rotary Drum Thickener-ESCO (2022)

- Received 90% drawings from Tran 11/29/2022.
- Submitted drawings to Ecology on 11/29/2022 for review. Awaiting approval on those, word is a minimum of 2 weeks before they will even get to take a look at them. Once we receive comments from Ecology we can get the design finalized.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Updates on grant funding- new Grant Project Manager hired for DOE.
- Awaiting some sort of contract.
- Currently collaborating with Jacob who is the engineer through AWC on nutrient optimization planning. I did volunteer for the free assistance through AWC. Meeting and site visit scheduled the next two weeks.

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 a shoulder portion of the road 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.

Well 21 Pump and Motor Replacement

- 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. Still pending.
2. Commercial water meter replacements continue, 35 commercial meters remain.
3. Water main flushing of the upper gradient.
4. Fire line survey continues, 4 left of them are schools scheduled on Wednesday.
5. Working on project close outs and end of year assignments.

Water Production

- 2021: 612,070,000
- 2022: 575,638,000
- 1.3 million gallons per day average
- Difference: 36,432,000 gallons less.

Rain Gauge

- 2021: 49.29”
- 2022: 42.02”
- Difference: 7.27” less than last year.

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell Reported:

- Billed consumption 45m gallons, 24% increase compared to Nov 2021.
- November revenues - Water \$358K, 20% up, added 10 new connections; Sewer \$423K, 16% increase, added 1 new connection.
- 1,831 accounts using online pay including 1,567 auto pay, 26 final billings.
- Start year end tasks – PO clean up, review projects, book fixed assets, create new fiscal year and enter 2023 budget in Springbrook.
- Continue auditing. Most are completed and will schedule exit conference soon.
- Final 2022 AP on the 29th. All departments should turn in invoices by the 23rd at noon to count in this year’s budget.

GENERAL MANAGER’S REPORT

General Manager Randy Screws Reported:

- Discussed Michael Ridgeway’s retirement.
- Fire line survey continues. Fire line survey is to account for all connections and to develop fire line and fire suppression service rates. A few accounts remain for physical verification. The information currently compiled has been forwarded to the rate consultants to determine a rate for fire lines and fire suppression rates for review and presentation to the Board.
- Street light survey is complete. Staff are in the process of reviewing the information.
- Continue reviewing ADU Policies.
- Completed the annual Federal Motor Safety Administration Clearinghouse query reports. Employers of CDL drivers must conduct a query in the Drug and Alcohol Clearinghouse at least once per year for each CDL driver they employ (per 49 CFR [382.701](#)).

COMMISSIONERS’ REPORTS

Commissioner Hart attended the WASWD meeting. Commissioner Lundberg and Way had nothing to report.

EXECUTIVE SESSION

No executive session requested.

ADJOURN

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

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary