

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, February 1, 2023 at 1:00 p.m.

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

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Attending: Randy Screws, General Manager  
John Tapia, Operation Manager  
Marty Grabill, Plant Manager  
Joy Ramsdell, Finance Manager  
Ken Bagwell, Attorney  
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 January 18, 2023
2. Approval of Vouchers WSUD #31137 through #31172 in the amount of \$114,342.82
3. Approval of Vouchers SKWRF #17311 through #17329 in the amount of \$26,601.82

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**

Resolution 1057-23, WSUD Equipment Purchase, Industrial Vacuum Truck

Passed 3-0

Resolution 1058-23, SKWRF Equipment Purchase, Primary Skimmer Assemblies

Passed 3-0

Resolution 1059-23, Confirming the Hiring of Utility Specialist Trainee, Eric Jahn

Passed 3-0

Resolution 1060-23, Step Increase, SKWRF Employee

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 12/6/22. Submitted outfall inspection report on 1/17/23.
- Submitted annual Priority Pollutant report on 1/11/23.
- Comments to Ecology and resubmittal of the IUS.
- Comments to Ecology on High-Glow scenarios at the SKWRF.
- Primary skimmer replacement.

### **PSE Conservation Grant Agreement (2021-2023)**

- Continuous work with PSE on Conservation Grant Agreement. Year 2 of 3 was completed in February.
- PSE Teams meeting set for next Wednesday.

### **Rotary Drum Thickener-ESCO (2022)**

- Final design review meeting happened last week.
- Waiting for the signed finals. No further updates.

### **Nutrient General Permit (2022)**

- Ongoing testing and documentation.
- Updates on grant funding. Spoke with Veronica Bridges today. She is shooting for Grant agreements to be out within the month.
- No updates on collaborating with Jacobs Engineering through AWC on nutrient optimization planning.

## **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**

- JJ had a meeting with the engineers today and I haven't heard the outcome from that yet.

### **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.

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.
3. Residential water meter replacements continue.
4. Water main prep for upper gradient is pushed back.
5. Vac-Con ready to order.
6. New TV Van will be put out to public bid.
7. New hire Eric Jahn, has CDL w/ endorsements. Will focus on our meter needs.
8. Tons of applicants from the indeed posting. Going through those now with the Foreman.
9. Bill will be out a few weeks with ankle surgery.
10. Looking into Mission updates for correct flow information reports. Two new flow meter installations soon.
11. Met with fire alarm contractor. We need a new system. Cannot get parts for repair of the old one (2001)

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:

- Billed consumption 40m gallon, up 6%.
- Jan revenues - Water \$357K, 13% up and added 53 new ERU; Sewer \$388K, 98 new sewer ERU with total over \$1M GFC revenue.
- 1,835 online pay including 1,595 auto pay, there were 34 final bills.
- Sent out 150 past due letters, 47 accounts were shut off.
- January billing was challenging and finally completed yesterday. With new meter reader, Customer service worked hard on setting up in city charge for city customer accounts and modifying the billing statement accordingly.
- Continue working on year end. Completed projects were capitalized and depreciation was done. The goal is to complete all adjustment so we can close the books at the end of this month. I hope to have no more invoices for 2022 after February 17<sup>th</sup>.

**GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

- Continuing to work on the cyclical end-of-year items.
- Fire line/ fire suppression. Consultants have provided a draft copy of the Technical Memorandum. Technical Memorandum is under review and discussion.
- Continue reviewing the District's ADU Policies. Working towards providing the Board information at the next meeting.
- Working on procurement documents for the TV Inspection Vehicle identified in the 2023 Sewer Capital Plan.
- Kitsap County is updating its capital facilities plan, which includes WSUD and SKWRF. WSUD submitted information on collections, conveyance, and treatment.
- Staff are looking into procuring a carport-type area for vehicles to protect the District's vehicles currently in the open. More to come as we investigate.
- Randy Bowers has submitted his intent to retire in 2023.

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

**COMMISSIONERS' REPORTS**

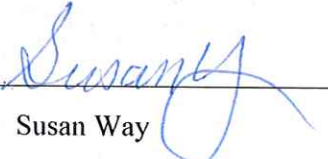
Commissioners Way and Lundberg had nothing to report.

**EXECUTIVE SESSION**

The Board and GM Randy Screws entered a five minute Executive Session at 1:35 p.m. Executive Session ended at 1:40 p.m. action was taken after the Executive Session on Resolution 1060-23 with a vote of 3-0. Jerry Moved, Susan Seconded.

**ADJOURN**

Commissioner Way moved to adjourn the meeting at 1:41 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.



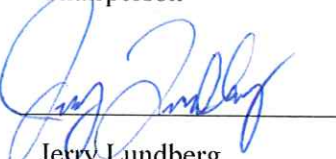
Susan Way

Chairperson



James Jay Hart

Vice-Chairperson



Jerry Lundberg

Secretary