

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, March 15, 2023 at 1:00 p.m.

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

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Attending: Randy Screws, General Manager  
John Tapia, Operation Manager  
Marty Grabill, Plant Manager  
Joy Ramsdell, Finance Manager  
Ken Bagwell, Attorney  
Michaela Horishige, Accounting/Office Assistant

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

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of March 1, 2023
2. Approval of the Public Meeting Minutes of March 9, 2023.
3. Approval of Vouchers WSUD #31234 through #31272 in the amount of \$66,067.25
4. Approval of Vouchers SKWRF #17368 through #17390 in the amount of \$61,777.64
5. Approval of March Payroll in the Amount of \$213,566.05

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

**BOARD DISCUSSION/ACTION ITEM**

**Ms. Charlotte Cole, Leak Adjustment**

Ms. Cole indicated she had a leak on her residence located at 6640 Beach Drive East which greatly increased her January/February bill. Under District Policy, Ms. Cole is not currently eligible for a leak adjustment as she has already received one within the last five years. Ms. Cole appealed to the Board for an exception due to extenuating personal circumstances, and although the Board sympathized with Ms. Cole, they stated they could not grant an exception due to the policy and equability to other customers. Ms. Cole stated that the leak was caused by issues with a backflow assembly which is required due to an active well on the property. Ms. Cole indicated the well was filled in and abandoned. GM Randy Screws informed Ms. Cole that he would inquire with the Department of Health and the Department of Ecology for a property well abandonment report which would remove the District requirement for a backflow device if there were no irrigation systems existing on the property. Ms. Cole stated that no irrigation systems existed. GM Randy Screws was to follow up with Ms. Cole on his findings.

Proclamation, Randall Bowers

Commissioner Way read the Proclamation.

Resolution 1068-23, Authorizing Contract Award, TV Inspection Vehicle

Passed 3-0

Resolution 1069-23, Declaring Surplus Property, SKWRF

Passed 3-0

Resolution 1070-23, Declaring Surplus Property, SKWRF Vehicle

Passed 3-0

Resolution 1071-23, Declaring Surplus Property, WSUD

Passed 3-0

Resolution 1072-23, Declaring Surplus Property, WSUD Vehicles

Passed 3-0

Discussion, Accessory Dwelling Unit Policies

GM Randy Screws gave the Board an overview of changes to be made to the policy for them to review before the next meeting.

**STAFF REPORTS**

**PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES permit.
- Placed order for primary skimmer replacement. Lead time changed for this so we are looking at early July for delivery.
- Reaching out for quotes on grit pump replacement. I received three quotes. Waiting for one more.
- Reaching out for quotes on generator switchgear replacement. Received two so far.
- Working on NPDES Permit Renewal.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- No updates on grant funding.

Rotary Drum Thickener-ESCO (2022)

- Site visits set for March 15<sup>th</sup> and April 10<sup>th</sup>.
- Thickener delivery set for May 5<sup>th</sup>.
- Mobilization set to begin May 12<sup>th</sup>.
- Closeout set for July 1<sup>st</sup>, with full completion by end of August.

#### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Grant funding through the Department of Ecology is active. There is \$119,000.00 available for SKWRF to claim and utilize for procurement related to nutrient optimization.
- Received Draft Nutrient Optimization Plan today from Jacobs Engineering.

#### **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

- HDR working on 100% plan details.

##### 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.

##### Intertie with Manchester

- Engineering has been completed by WSE. Received updated costs. We can take the next step once the water system is approved.

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. Vac-Con ordered, estimated arrival is end of June.
5. Once PO is issued, TV van will be done mid-end of April.
6. Darryl Boco started and is in training.
7. Working on flow meters at sewer sites.
8. Met with fire alarm contractor. We need a new system. Cannot get parts for repair of the old one (2001). Bid received is \$17,692.00 from Covergint.
9. Transfer switch for Salmonberry generator is installed.
10. Looking into leak detection companies for a service.

Notable Event:

- 3085 Buckingham sewage backup: Customer called about having sewer backed up into his basement toilet. Crews went out and found a partial blockage in a downstream manhole. They cleared the line. The customer never talked about a backup in the house. Risk Pool has been notified and are handling it with the home owner.

Water Production: Through February

- 2022- 80,011,000 gal.
- 2023- 75,610,000 gal.
- 1.25 million per day avg.
- Difference- 2,739,000 gal. less

Rain Gauge:

- 2022- 15.11”
- 2023- 9.24”
- Difference- 5.87” LESS than last year

**FINANCE MANAGER’S REPORT**

Finance Manager Joy Ramsdell reported:

- As of yesterday, we have 44 past due accounts with a balance of \$22k.
- Sent out 122 shut off notices and had 12 accounts shut off this morning. 3 are already turned back on.
- Operation is normal. Billing went smoothly after meter change outs.
- Continuing to work on annual report. 3 of SKWRF’s financial reports are done.

**GENERAL MANAGER’S REPORT**

General Manager Randy Screws reported:

- Fire line/ fire suppression. Technical Memorandum is under review and discussion.
- Staff is continuing to assess procuring a carport-type area for vehicles to protect the District vehicles currently in the open.
- General Sewer Plan: A meeting was held with HDR Engineering on March 9<sup>th</sup> at 11:00 a.m. to begin the discussions of project scoping for the General Sewer Plan.
- Staff continues working on re-establishment of a franchise agreement with WSDOT for water utilities.
- The District received a Notice of Violation from the Department of Ecology for a NPDES Violation that occurred involving the City of Port Orchard crews and it’s Marina Pump Station. The Board has been provided the Notice.
- Reminder of a Sewer Advisory Committee Meeting on Wednesday, March 22<sup>nd</sup> at 6:30 p.m. The venue is City Hall Council Chambers.
- Reminder of our upcoming Employee Appreciation Luncheon on Wednesday, March 29<sup>th</sup> beginning at 11:30 a.m.

**COMMISSIONERS' REPORTS**

Commissioners Hart and Way attended the Open Public Meeting with HDR Engineering. Commissioner Lundberg had nothing to report.

**EXECUTIVE SESSION**

No Executive Session.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:49 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

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Susan Way

Chairperson

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James Jay Hart

Vice-Chairperson

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Jerry Lundberg

Secretary