

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, April 5, 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  
Amber Brooks, 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 15, 2023
2. Approval of Vouchers WSUD #31273 through #31311 in the amount of \$108,782.36
3. Approval of Vouchers SKWRF #17391 through #17414 in the amount of \$69,783.28

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**

Introduction, New Employee Darryl Boco, Utility Specialist Trainee  
Darryl Boco was present and let us know a little about himself.

Resolution 1073-23, Well 22 Rehabilitation Project, Rejection of Bids  
Passed 3-0/We will regroup at later date and rebid.

Resolution 1074-23, Change of Employee Status, Amber Brooks  
Passed 3-0

Resolution 1075-23, Wage Step Increase, WSUD Employee  
Passed 3-0

**STAFF REPORTS**

**PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permits.
- Primary skimmers on order, no updates.
- Received multiple quotes for the grit pump replacement. This replacement will probably not happen this year and will go out to bid for complete installation.
- Reaching out for quotes on generator switchgear replacement. This project will probably go into next year and go out to bid for complete installation.
- Currently looking at different preventative maintenance software for the treatment plant. One demo is scheduled for Thursday, April 13<sup>th</sup>.
- MBR blower failed recently. This equipment was sized for just CBOD removal before nutrient limitations. Now that nutrients are a thing, these blowers and the Aero strip diffusers used for aerating our basins are grossly undersized by about double what they should be for the nutrient treatment. We realized that, unfortunately, after failures and the inability to reach our set points throughout the year.

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

- Continuous work with PSE on Conservation Grant Agreement.
- Spring workshop Wednesday, April 12<sup>th</sup>.
- RDT Grant funding meeting Thursday, April 13<sup>th</sup>. Funding is available for this project, but the amount will determine if I move forward with the required work.

#### 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.
- Currently attempting to get testing approved in-house.
- Grant funding active. Submitted first quarter Grant Progress Report.
- Submitted our Nitrogen Optimization Plan to Ecology this month. Ecology expects us to be active and implement the NOP as soon as the report is submitted.

### **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. All Duplex meters have been changed.
5. Vac-Con ordered, delivery estimated at end of June.
6. TV van will be done mid-end of April.
7. Dale is attending Commercial Driving School this month.
8. Ian Reeber has passed his level 2 WWCPA exam.
9. Randy Bowers had his last day Monday 3<sup>rd</sup>.
10. Working on flow meters at sewer sites.
11. Pumps have been ordered and delivered for Villa Carmel for a needed upgrade.
12. Met with fire alarm contractor. We need a new system. Cannot get parts for repair of the old one (2001). Bid received for \$17,692.00 from Covergint. Receiving bids, currently have 22k and 18k.
13. Transfer switch for Salmonberry and surge protectors are installed and working. When the original protector failed it fried the circuit board on the generator.
14. WSDOT Franchise permit is moving forward.

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. No update at this time.

Water Production: Through February

- 2022- 120,830,000 gal.
- 2023- 113,790,000 gal.
- 1.23-million-day avg.
- Difference- 7,000,000 gallons less.

Rain Gauge:

- 2022- 19.82"
- 2023- 11.93"
- Difference- 7.89" LESS than last year

**FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- March billed consumption was 33m gallon, 7% decrease from last year. Sewer revenue was \$434K, 10.7% increase and added 3 ERU. Water revenue was \$344K, 8.5% increase and added 8 ERU.
- Processed 44 final billings. 1,920 customers paid online and 1,666 accounts are on auto pay.
- Customer staff did an excellent job on checking consumptions for new meters and caught reading errors in advance.
- Provided data needed for SKWRF permit fee assessment and WASWD annual fee estimate.
- Working on WSUD cash flow statements. Net position and income statements were completed.

**GENERAL MANAGER’S REPORT**

General Manager Randy Screws reported:

- Staff is continuing to assess procuring a carport-type area for vehicles to protect the District vehicles currently in the open.
- Staff continues working on the re-establishment of a franchise agreement with WSDOT for water utilities.
- The District has responded to the Notice of Violation from the Department of Ecology for a NPDES Violation that occurred involving the City of Port Orchard crews and their Marina Pump Station. The Board has been provided the response letter.
- WASWD Conference occurs next week April 12<sup>th</sup> through the 14<sup>th</sup> in Wenatchee.
- A five-minute Executive Session is being requested for a Discussion of the Performance of a public employee under RCW 42.30.110(1)(g). Action is to be taken after the Board is out of Executive Session.

**COMMISSIONERS’ REPORTS**

Commissioners Hart and Way attended the Company’s Appreciation Lunch. Commissioner Lundberg had nothing to report.

**EXECUTIVE SESSION**

There was a 5 minute executive session, Commissioner Hart called to order at 1:51 p.m. and action was taken. The meeting was adjourned at 1:56 p.m. by Commissioner Lundberg.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:56 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