

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, April 19, 2023, at 1:00 p.m.

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

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

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

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of April 5, 2023
2. Approval of Vouchers WSUD #31312 through #31349 in the amount of \$78,544.53
3. Approval of Vouchers SKWRF #17415 through #17435 in the amount of \$61,642.50
4. Approval of the April Payroll in the amount of \$252,658.96

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

**BOARD DISCUSSION/ACTION ITEM**

Resolution 1076-23, Sole Source Procurement, Water Meters  
Passed 3-0

Resolution 1077-23, Amending the 2023 Water Capital Outlays  
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 are on order, delivery date updated to the third week of May.
- Received multiple quotes for the grit pump replacement, no update.
- Reaching out for quotes on generator load bank replacement. The electrician will be on site April 19th to quote.

- Currently looking at different preventative maintenance software for the treatment plant.
- Annual Blower & PSI Vessel Inspections on Tuesday & Wednesday of this week.
- Had a student tour on April 12<sup>th</sup>.
- Plant tour scheduled April 20<sup>th</sup>.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- Had the Spring workshop on Wednesday the 12<sup>th</sup>.
- RDT Grant funding meeting last Thursday, the 13<sup>th</sup>. Funding is available for this project. I have some follow-up data to submit to PSE, but the initial funding is around \$100,000.00.

Rotary Drum Thickener-ESCO (2022)

- Trane and Contractor on site April 19<sup>th</sup>.
- The thickener delivery date was changed to next week, April 26<sup>th</sup>.
- Job Shack will be on site May 8<sup>th</sup>.
- Mobilization is set to begin on May 12<sup>th</sup>.
- Closeout is set for July 1<sup>st</sup>, with full completion by the end of August.

Nutrient General Permit (2022)

- Currently attempting to get testing approved in-house. There are a couple of steps left in the process on our end before submitting to Ecology.
- Grant funding is active. Submitted first quarter Grant Progress Report.

**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 is working on 100% plan details.
- Plans sent over for final review.

Fircrest/Mile Hill Main Replacement

- 2" galvanized to be replaced.
- Possible development going in, no update.

Olney Sewer Replacement

- An engineering contract has been signed with WSE.
- Project design has started with the locate being complete.
- Going through project options with WSE.

Intertie with Manchester

- The engineering has been completed by WSE and we have received updated costs. We can take the next step once the water system is approved.
- Moved out for a future project. Manchester isn't ready.

#### Crew

- St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update. Not enough workers lately.
- Commercial Water meter replacements continue.
- Residential water meter replacements continue.
- Vac-con ordered; delivery estimated at the end of June.
- The TV van will be done May 1st.
- Dale has 2 more weeks of CDL school.
- Working on having all sewer rounds on tablets.
- Pumps are being installed in Villa Carmel.
- WSDOT Franchise permit is moving forward.
- No issues with the gate being open at Retsil Park.
- Spring cleaning has started.
- Working on Risk Pool inventory for assets and parts.

#### Water Production: Through March

- 2022- 120,830,000 gal.
- 2023- 113,790,000 gal.
- 1.23 million per day average
- 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:

- As of today, we have only 20 accounts with 90-day past due balances totaling \$15k. 19 of them have a payment plan. Compared with one year ago, the number of past due accounts and amount are dramatically reduced. Debbie and Amber did a great job.
- We sent out 96 past due letters and only 3 accounts were shut off.
- Customer Service added the number of units on all (close to 7,000) accounts so we can count ERUs much more accurately and efficiently. This was a very time-consuming task, but Customer Service, especially Janet, did this in-house which saved the district over \$2k.
- Q1 reports were filed.
- Finance Staff are updating the annual risk pool asset listing. The departments are still working on the disposal forms for surplus items approved last month.
- I'm working on the district annual report. SKWRF is done and on review.

#### **GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

- Staff are continuing to assess and procure a carport-type area to protect the district vehicles currently in the open.
- Staff continue working on the re-establishment of a franchise agreement with WSDOT for water utilities.
- Nearing completion of ADU assessment.
- Attended the WASWD Conference last week.
- Working with WSDOT contracted engineering firm on the fish barriers project within our service area. Attended a meeting today to discuss the schedule, conceptual structure and maintenance of traffic plans, utility conflict plans, discuss potential utility relocation agreements.
- Water System Plan update: In 2022, the Board was informed that the Water System Plan should be through the review process with the Department of Health within the first quarter of 2023. DOH was contacted regarding the status of the Plan as no comments have been issued by DOH. The district was informed that the planner that was reviewing the plan left a couple of weeks ago and it was all very abrupt. The plan has been turned over to another planner within DOH. However, this delay within DOH may prevent the district from applying for Public Works Board Funding in 2023 as systems plan that is current, complete, and approved within the last 5 years is required in order to submit an application for Works Board Funding.
- No Executive Session was requested.

**COMMISSIONERS' REPORTS**

Commissioner Hart attended the WASWD Spring Conference and reported discussions regarding potential low-income housing and the effects on the district. Commissioners Way and Lundberg had nothing to report.

**EXECUTIVE SESSION**

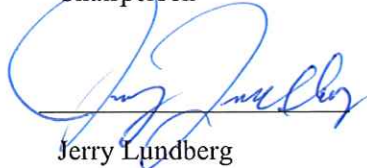
None requested.

**ADJOURN**

Commissioner Lundberg moved to adjourn the meeting at 1:33 p.m. Motion was seconded by Commissioner Hart; the motion was approved 3-0.

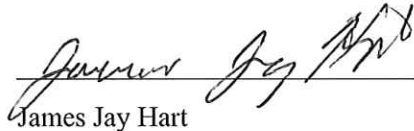
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Susan Way

Chairperson



Jerry Lundberg

Secretary



James Jay Hart

Vice-Chairperson