

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, May 3, 2023, at 1:00 p.m.

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

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

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

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of April 19, 2023
2. Approval of Vouchers WSUD #31350 through #31374 in the amount of \$49,298.64
3. Approval of Vouchers SKWRF #17435 through #17457 in the amount of \$24,704.73

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

Discussion, Fish Barriers Project, Highway 160/SE Mile Hill Drive

Commissioners agree with Randy Screws and his decision with this project.

Discussion, Accessory Dwelling Units

Commissioners said that they agree with this and what is fair.

Discussion, Fire Line/Fire Suppression

There will be more information to come.

Resolution 1078-23, First Reading, Retrospective Rating Agreement

Passed 3-0

Resolution 1079-23, SKWRF Load Bank Replacement

Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permits. Currently 2 months behind on nutrient sample reporting requirements due to outside laboratory issues.
- Primary skimmers are on order, delivery date updated to end of May. To be installed by SKWRF staff.
- Generator load bank replacement is hopefully in progress.
- MBR Blower replacement order placed.
- Currently looking at different preventative maintenance software for the treatment plant. Our current provider was bought out and has increased the annual renewal after this year.
- Working on NPDES Permit renewal.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- Currently working on grant funding potential for the RDT.

Rotary Drum Thickener-ESCO (2022)

- Trane is on-site today for some electrical work.
- The thickener delivery date was last week.
- Job Shack will be on site May 8th.
- Mobilization is set to begin on May 12th.
- Closeout is set for July 1st, 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.
- Continual optimization trials with the process, some good, most are bad with long recovery times.

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

- 100% of the plans are completed.

Fircrest/Mile Hill Main Replacement

- 2" galvanized to be replaced.
- Possible development going in.

Olney Sewer Replacement

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

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 should be here at the end of June.
- The TV van will be done May 15th.
- Dale has finished his CDL school.
- Working on having all sewer rounds on tablets.
- New pumps are installed in Villa Carmel. Second startup done today.
- WSDOT Franchise permit is moving forward.
- Spring cleaning at sites and facility continues.
- Leak detection is scheduled for July.
- Sending out for tank cleaning to Inland and Liquivision.

Water Production: Through April

- 2022- 161,349,000 gal.
- 2023- 151,990,000 gal.
- 1.27 million per day average
- Difference- 9,359,000 gallons less.

Rain Gauge:

- 2022- 24.15"
- 2023- 18.07"
- Difference- 6.08" LESS than last year

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Consumption for April was 34 million gallons, a 2% increase compared to April 2022. Sewer revenue was \$438K, 8% up. Water revenue \$332K, 12% up, no addition on connection.
- Processed 23 final bills. There were 1,924 accounts paid online and 1,652 accounts on autopay.
- Terminated the outsourcing contract for escrow utility estimation, which we had used their service since 2014. Customer Service developed a new procedure and forms and prepared carefully. Starting May, this task was brought back in house. It will improve efficiency and save over \$5,000 a year.
- Financial staff update annual risk pool asset with department's help.
- Need to Complete WASWD survey for next year membership fee.
- The plants annual report draft is done and Randy's reviewing. Continue working on the districts.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

RETRO:

In 2022, the Retro Committee decided it would be beneficial for the Retro program and WASWD to try to grow the program by expanding the membership to other types of organizations. In addition, the Third-Party Administrator identified some changes to the program to improve performance of the group.

Over the course of the year, several provisions of the Retro Agreement were modified. These include adding flexibility for the timing of refunds, light duty and kept on salary requirements, performance-based refunds, membership requirements for receiving refunds, criteria for continuing or disqualification from the program, committee composition, and allowable new members. The WASWD Board approved the revised Agreement and Rules at a special meeting on April 14, 2023.

Report:

- Staff are continuing to assess and procure a carport-type area for vehicles 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.
- The Well 22 project RFP has been posted.
- Preparing for the PWB application process for the water utility. Training session will occur next week.
- The surplus 2010 Ford Escape is being purchased by Belfair Water District at the full and fair value of \$5,000.

- Continuing to work on viability of gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City’s sewer system.
- Staff are working with our contracted engineering firm for the Water System Plan to stay in constant contact with DOH to move the plan along as quickly as possible. This is requested so the district can apply for Public Works Board (PWB) loans as identified as part of the water utility 20-year capital plan. PWBV applications are due by July 7, 2023.
- No Executive Session is requested.

COMMISSIONERS’ REPORTS

Nothing to report.

EXECUTIVE SESSION

None requested.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:48 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

Susan Way
Chairperson

James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary