

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, May 17, 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
Ken Bagwell, Attorney
Michaela Horishige, 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 May 3, 2023
2. Approval of Vouchers WSUD #31375 through #31414 in the amount of \$104,618.88
3. Approval of Vouchers SKWRF #17458 through #17474 in the amount of \$64,092.83
4. May Payroll in the Amount of \$208,994.39

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

Second Reading, Resolution 1078-23, Retrospective Rating Agreement
Passed, 2 yeas, 1 abstention.

Resolution 1081-23, Amending Title 3 of the Administrative Code
Passed 3-0

Resolution 1082-23, Amending Title 9 of the Administrative Code
Passed, 2 yeas, 1 abstention.

Resolution 1083-23, Change in Position, 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 are on order; delivery is scheduled for the end of May. These are to be installed by SKWRF staff.
- Generator load bank replacement- Awaiting signatures from Legacy Power Systems.
- MBR Blower replacement order placed. Delivery is set for July.
- Currently looking at different preventative maintenance software for the treatment plant with demos from Cartegraph, Lumin, and Novotx.
- Still working on getting accredited for in-house nutrient testing.
- Second quarter stormwater testing completed.
- Reaching out for quotes on asphalt modifications to remove storm drains and sampling requirements. One site visit is scheduled for Thursday, May 18th.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement. Year 3 of 3.
- Currently working on grant funding potential for the RDT.

Rotary Drum Thickener-ESCO (2022)

- Job shack was delivered May 8th.
- Mobilization began on May 15th. Currently working on structural improvements, followed by concrete work and then installation.
- Closeout is set for July 1st, with full completion by the end of August.

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% Plans are completed.

Fircrest/Mile Hill Main Replacement

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

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. Five left, all retirement homes.
3. Residential water meter replacements continue.
4. As meters are replaced, we are doing service line inventory that is entered into Vue Works.
5. Vac-con ordered; ETA is at the end of June.
6. The TV van was received on Monday!
7. New pumps installed in Villa Carmel. The second pump VFD IOS card went out and is waiting on a replacement.
8. Catching up on flush/TV work orders.
9. WSDOT Franchise permit is moving forward.
10. Spring cleaning sites and facility continues.
11. Tank cleaning will be done around October.

Water Production Through April

- 2022: 161,349,000 gal.
- 2023: 151,990,000 gal.
- 1.27 million per day avg.
- Difference: 9,359,000 gal. 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:

- As of yesterday, there are 167 past due accounts with balances totaling \$43K. We sent 103 final letters and only shut off 6 accounts today.
- The new escrow utility estimation is working well. 39 estimations given out this month.
- Notice from ESD regarding WA Cares long term care insurance program, premiums will be withheld starting July 1st. There is no employer share and previously approved exemptions are still valid. The deduction rate is 0.58% with no cap on income.
- The Plant's annual report was filed. WSUD's draft is done, and GM Randy Screws is reviewing it, should be filed by the end of the month.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Staff is currently assessing installation scenarios for the proposed carport-type area for 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 bid opening occurred on Monday, May 15th at 2:00 p.m. The District received three bids. The lowest responsible bidder provided a bid in the amount of \$246,500.00 for the Well 22 work of rehabilitation, supply of new pump and motor and extending the column down approximately 150'. There is a budget amount of 245K for the line item. Water Capital fund has sufficient funding for the project.
- Estimated cost for the Powell Booster Station came in higher than expected. We will continue to assess and plan for this project. This would be a good candidate for a Public Works Board (PWB) Loan.
- Water system plan: We have been pushing for the approval of the plan. The District has been notified by DOH that they are nearing the issuance of an approval letter. We continue to consider and address comments from adjacent purveyors.
- Preparing for the PWB application process for the water utility.
- Continuing to work on the viability of gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system.
- An Executive Session is requested for the purpose of considering the performance of a public employee under RCW 42.30.110 section 1(g). I request a five-minute Executive Session. I anticipate action to be taken following the Executive Session.

COMMISSIONERS' REPORTS

Nothing to report.

EXECUTIVE SESSION

The Board entered a 5-minute Executive Session with GM Randy Screws and Operations Manager John Tapia at 2:40 p.m. Executive Session ended at 2:45 p.m. with action taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:45 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