

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, June 7, 2023, at 1:00 p.m.

Chairperson: Susan Way
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
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 May 17, 2023
2. Approval of Vouchers WSUD #31415 through #31458 in the amount of \$354,125.70
3. Approval of Vouchers SKWRF #17475 through #17500 in the amount of \$86,275.54

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

BOARD DISCUSSION/ACTION ITEM

Resolution 1084-23, Contract Award, Brixx Development, LLC.
Passed 3-0

Resolution 1085-23, Contract Award, Well 22 Project, Holt Services, Inc.
Passed 3-0

Resolution 1086-23, Professional Services Agreement, BHC Consultants
Passed 3-0

Resolution 1087-23, DEC Acceptance, Four Seasons Plat and Utility Extensions
Passed 3-0

Resolution 1088-23, DEC Acceptance, Payseno Lane Phase II
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the permits.
- Primary skimmers were delivered last week. We began installation Monday, and one primary skimmer is set for completion this week. Hoping for the full completion of both skimmers by the end of next week.
- Load bank replacement. Contract signed, awaiting load bank delivery. Legacy Power Systems will install this.
- Blower replacement. Awaiting delivery date of end-of-month for installation.
- Currently looking at different preventative maintenance software for the treatment plant due to current software price increases. Prices seem to be elevated regarding the start-up costs, although annual costs are comparable, but much better software all around than our current Antero.
- Still working on NPDES permit renewal due by June 30th.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement. Year three of three.
- Received an incentive payment from PSE of \$1077 last month for 2022 energy savings.
- Working on grant funding.

Rotary Drum Thickener-ESCO (2022)

- Job started 5/15/23.
- Thickener and components have been installed. Piping and electrical are ongoing into next week, followed by floor coatings for completion.
- We are set for a Closeout walk-through set for 7/10.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Currently attempting to get testing approved in-house.
- Currently at 25,485 Annual load pounds through the year's first four months with an annual action level of 215,000 lbs.

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

- An engineering contract has been signed with WSE.
- Project design has started with locate being complete.
- Sent our information back over to WSE last week.

Crew

1. St. Vincent DePaul project City contacted about the permit. Reached out to Caseco for time update. Says were on his schedule.
2. Commercial Water meter replacements continue.
3. Residential water meter replacements continue.
4. Continuing as meters are replaced, we are doing service line inventory and that’s in Vue works.
5. Vac-con ordered. End of June. Still on that schedule.
6. The TV van received it on Monday!
7. New Pumps installed in Villa Carmel. The second pump VFD IOS card is in and now needs updated drives. Tomorrow it will be done.
8. Catching up on flush/TV work orders.
9. WSDOT Franchise permit is moving forward.
10. Preparing for this year’s sanitary survey.

Water Production: Through May

- 2022- 204,391,000
- 2023- 211,465,000
- 1.9-million-day avg.
- Difference- 7,074,000 more

Rain Gauge:

- 2022- 28.05
- 2023- 19.22

Difference- 8.83” LESS than last year

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- May billed water consumption is about 38 million gallons which 7% increase from a year ago.

- Water sale revenue was \$356K, sewer sale revenue was \$444K, both increased 11%
- Water added 32 ERU received \$153K.
- Over 1909 accounts used an online payment system including 1667 autopay.
- 31 final bills
- The District and the Plant's annual reports were filed.
- We found out some meters were wrong entered in SB during meter replacement. CS fixed it and adjusted billing for the past 3 years.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Staff continue to assess installation scenarios for the proposed carport-type area for District vehicles.
- Staff continue working on the re-establishment of a franchise agreement with WSDOT for water utilities.
- Water system plan. The Board was previously informed that the District was notified by DOH that they are nearing the issuance of an approval letter. We continue to consider and address comments from adjacent purveyors. No change in status.
- 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. Initial survey results indicate the potential is viable. We will move to the next steps of locates and placement to ensure an unobstructed route. If successful, we will begin designing and preparation of bidding documents.
- The new PEBB HCA rates have been provided to the employees. The new rates show an increase of approximately \$15 across the board for all plans effective July 1st.
- The District has been notified of changes to the DRS contribution rates. The employee rate will remain the same at 6.36% and the employer rate will decrease by 1% from 10.39% to 9.39%.
- An in-person meeting/presentation is scheduled for June 13th at 8:00 am to provide information to WSUD staff and elected officials regarding VEBA Programs and considerations.
- Currently working on PWB loan applications for four water projects. The staff has discussed the 2023-2025 Capital Plan to determine viable projects to consider for PWB Loans/grants. For the water utility. The following projects have been determined as candidates for potential loans.
 - Fish barriers ~2.84 million,
 - Powell booster pump station ~2.85million,
 - Bethel Road ~3.1 million, and
 - the Lund Avenue roundabouts at ~1.2 million
- The Sewer Advisory Committee Meeting tentatively scheduled for June 21st appears to potentially have some conflicts. Please check your emails to ensure you see notifications of change or cancellation.

- A five-minute Executive Session is requested to discuss with Legal Counsel potential litigation under RCW 42.30.110 section (1)(i). No action will be taken at the conclusion of the Executive Session.

COMMISSIONERS' REPORTS

Commissioner Hart talked about Section 2 talking about watching out for the A.I, may need to look into more security. Also went to the Association Meeting this month. Commissioner Way and Lundberg had nothing to report.

EXECUTIVE SESSION

The Board entered a 5-minute Executive Session with GM Randy Screws at 1:50 p.m. Executive Session ended at 1:51 p.m. with action taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:51 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