

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, June 21, 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  
Michaela Horishige, 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 June 7, 2023
2. Approval of Vouchers WSUD #31459 through #31499 in the amount of \$279,666.78
3. Approval of Vouchers SKWRF #17501 through #17521 in the amount of \$856,957.39
4. Approval of the June Payroll in the amount of \$208,898.10

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, Engrossed Substitute House Bill 1329

The Bill was passed by the House and Senate and signed by Governor Inslee on April 20<sup>th</sup>. The Bill is effective on July 23<sup>rd</sup>. The Bill is to prevent utility services from shutting off residents' power and water due to non-payments during National Weather Service heat warnings. Additionally, the Bill requires if a residential user requests to have service restored after being shut off for non-payment, the District must do so in a timely manner.

Key points that would affect the District:

- Any heat alert from the National Weather Service including an intent to issue would trigger the ability of a resident to reinitiate services during the period of the event.
- The District may require a payment plan to be entered into with conditions as defined within the Bill. Additionally, the payment plan cannot be more than 6% of the customer's income

which includes reformulation of the payment plan if assistance payments are received by the resident.

- The Bill allows for non-owners to initiate additional charges to a property owner as it identifies residential customers.
- District shall inform all customers in the notice of disconnection specific information of the ability to have services restored and how to make the request including how to contact the district.

#### Discussion, HRA VEBA

The Board entertained staff to vote and indicate their preference for VEBA distribution upon separation of service and/or retirement, as opposed to the current policy of sick leave cash out. The Board requested a revised policy for review and consideration if staff desire to change the current policy guidelines.

#### Resolution 1089-23, Declaring an Emergency Related to Well 16

Passed 3-0

#### Resolution 1090-23, DEC Acceptance, Parkside Plat Utilities

Passed 3-0

### **STAFF REPORTS**

#### **PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permit.
- May permits were submitted on Thursday, June 15<sup>th</sup>. April and May permits were resubmitted June 21<sup>st</sup>.
- Received two quotes on preventative maintenance software.
- Primary skimmers replacement/installation completed in-house on Thursday, June 15<sup>th</sup>.
- Submitted NPDES permit renewal to Ecology on Monday, June 12<sup>th</sup>.
- MBR blower replacement was ordered and arrived at the warehouse yesterday. Estimated time to arrive at the treatment plant set for last week of June.
- Load bank project: awaiting equipment delivery.
- Received quotes for stormwater asphalt modifications.
- Vandalism occurred at the treatment plant on Sunday night. It appears there were attempts to pop our Duosphere domes with over 150 + rocks thrown at it. Minimal scratches were found on the domes, and aside from the rock clean-up, no further issues were found. Contacted the City of Port Orchard police department to file a report and have a case number. Information will be passed on to other officers to look for suspicious activity moving forward.

#### P.S.E. Conservation Grant Agreement (2021-2023)

- Continuous work with P.S.E. on Conservation Grant Agreement. Year 3 of 3.
- Working on potential grant funding for RDT.

### Rotary Drum Thickener-ESCO (2022)

- Project moving on schedule.
- Awaiting a remaining piping spool for completion of piping.
- Electrical completion is tentative for Wednesday, June 22<sup>nd</sup>.
- Floor coating tentative for Friday, June 23<sup>rd</sup>.
- Closeout walkthrough is set for July 19<sup>th</sup>.

### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still working on in-house accreditation. Passed both required performance tests and submitted all documentation to Ecology for review on Thursday, June 15<sup>th</sup>. Received response from Ecology on June 20<sup>th</sup>: “We have received your documentation for further accreditation. We will place these in your file and review them when we have a chance.”

## **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.
- 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, we are on his schedule.
2. Commercial/Residential water meter replacements continue.
3. Continue updating service line inventory which is located in VUEWorks.
4. Vac-con ordered. Estimated delivery will still be at the end of June.
5. The TV van is working well.
6. Villa Carmel upgrade is completed.
7. Well 16 motor failed and the project is moving forward.
8. Lost a breaker at Well 21. Purchased a new one which arrived incomplete. Running off of generator power until the new one arrives.

9. Well 22 rehab project is moving along.
10. WSDOT Franchise permit is moving forward.
11. Preparing for this year's sanitary survey.

### **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- There were 28 accounts past due with a total 90-day balance of \$16,000. 107 final letters sent, 9 shut off and 4 liens.
- New ADU rate was added in Springbrook.
- Customer Service staff are utilizing VUEWorks for billing cycle changes caused by meter changes.
- Janet discovered errors when meter reading data from Sensor uploaded to Springbrook. Need to fix it before the next billing date.
- Maintenance work: organizing vehicle title documents and clearing service requests and account comments. We'll run a monthly report to check status periodically.

### **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 are currently confirming site requirements for the project.
- Staff continue working on the re-establishment of a franchise agreement with WSDOT for water utilities.
- Water system plan: I attended a public meeting last week which was for PFA's that had been identified within the Manchester Fuel Depot. At the meeting, I spoke with Andy Anderson, Regional Manager of the Department of Health. He indicated he is ready to issue an approval letter pending input from Kitsap County. Melissa Shumake with Kitsap County was contacted by our contract engineer for the project and indicated the previously uploaded materials for our WSP were moved into her que the previous week even though the County received the documents on May 9<sup>th</sup>. Melissa indicated she would try to expedite feedback on the plan. The status remains unchanged.
- 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. The initial survey results indicated a gravity main is viable in lieu of the current pump station. We have moved to the next steps of locates and placement to ensure an unobstructed route. If successful, we will begin designing and preparation of bidding documents.
- Continuing work on PWB loan applications for 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 Sewer Advisory Committee Meeting tentatively scheduled for June 21<sup>st</sup> has been cancelled. A new date has been set for September 20<sup>th</sup>.

**COMMISSIONERS' REPORTS**

Nothing to report.

**EXECUTIVE SESSION**

None requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 2:02 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