

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, July 05, 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
Kevahn Steinke, Plant Manager Supervisor
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 June 21, 2023
2. Approval of Vouchers WSUD #31500 through #31527 in the amount of \$36,667.03
3. Approval of Vouchers SKWRF #17522 through #17536 in the amount of \$33,549.39

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, Private Property Claim.

Randy Screws discussed the concern that came about with the manhole on Bethel Rd and the Commissioners agreed with Randy's discussion.

Resolution 1091-23, Wage Step Increase, WSUD Employee
Passed 3-0

Resolution 1092-23, Wage Step Increase, WSUD Employee
Passed 3-0

Resolution 1093-23, Wage Step Increase, SKWRF Employee
Passed 3-0

Resolution 1094-23, DEC Acceptance, T-M Bethel Business Center
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Supervisor Kevahn Steinke reported:

- Testing and monitoring as required by the NPDES Permit.
- Received two quotes on preventative maintenance software.
- MBR blower replacement was ordered and in route for delivery.
- Received quotes for stormwater asphalt modifications.
- YSI solids blanket analyzer trial in progress.
- Digester cleaning in progress.
- CAS Aerostrip annual cleaning upcoming.

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

- Continuous work with P.S.E. on Conservation Grant Agreement. Year 3 of 3.

Rotary Drum Thickener-ESCO (2022)

- RDT and components installations completed.
- Working on punch list items.
- Startup is set for July 10th.
- Closeout walkthrough is set for July 19th.

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 15th. No updates.

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. Continue doing service line inventory and that is in VUEWorks.
5. Villa Carmel is working great.
6. Well 16 being bailed out another 8 feet.
7. Well 21 has been running great since the new breaker was installed.
8. Well 22 rehab project is moving along. Pumping out all the scrubbing materials today. Test pump next week.
9. WSDOT Franchise permit is moving forward.
10. Sanitary survey completed, waiting for the report.

Water Production: Through June

- 2022- 252,124,000
- 2023- 281,314,000
- 2.3-million-day avg.
- Difference- 29,190,000 more

Rain Gauge:

- 2022- 28.05
- 2023- 22.61

Difference- 5.44” LESS than last year

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- Billed consumption 56 million gallons and 51% increase compared with the same period 2022.
- June revenues - Sewer \$469K, increase 13%; Water \$436K, increase 39%. It was a big month for new hookups. Water added 24 new connections and sewer added 35. We collected over a half million in GFCs.
- Final billing was 49 accounts in June.
- Over 1,765 accounts used the online payment system, including 1,695 autopay.
- Debbie is helping Jacob mark the meter locations on VUEWorks. Reviewing the reading cycles.
- Michaela generated a consumption, production and billing reports to find out the water loss in our system and historical trend.
- This month we’ll file Q2 reports with L&I, ESD and IRS. More work on payroll this month because medical premiums changed and the new LTC deduction.

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. DOH has indicated they have been in contact with Kitsap County regarding their comments/responses to the draft plan submittal. 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.
- An Executive Session is requested for 10 minutes to discuss performance of public employees under RCW 42.30.110 section 1(G). Action is anticipated to be taken after the Executive Session.

COMMISSIONERS’ REPORTS

Commissioner Hart reported that he attended Section 2 and WASWD regular meetings.

EXECUTIVE SESSION

The Board entered into a 10-minute Executive Session with GM Randy Screws, John Tapia and Joy Ramsdell at 1:35 p.m. Executive Session ended at 1:45 p.m. with action taken.

ADJOURN

Commissioner Way moved to adjourn the meeting at 1:35 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