

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, July 19, 2023, at 1:00 p.m.

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

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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 1:01 p.m.

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of July 5, 2023
2. Approval of Vouchers WSUD #31528 through #31570 in the amount of \$278,291.66
3. Approval of Vouchers SKWRF #17537 through #17562 in the amount of \$321,298.00
4. July Payroll in the amount of \$210,285.13

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**

Board of Commissioners Proclamation, Kevahn Steinke  
The Proclamation was read by Commissioner Way.

Resolution 1095-23, Adopting the 2023 WSUD Updated Water System Plan  
Passed 3-0

Resolution 1096-23, DEC Acceptance, Ramsey Mixed-Use Project  
Passed 3-0

Resolution 1097-23, DEC Blueberry Multi-family Apartments  
Passed 3-0

**STAFF REPORTS**

## **PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES permit.
- NPDES permit renewal has been accepted, and renewal is in process.
- Received two quotes on preventative maintenance software, waiting for a third quote.
- MBR blower replacement has been received and installed. It is back online as of Monday, July 17<sup>th</sup>.
- Load bank project awaiting equipment delivery, expected ship date is November 17<sup>th</sup>.
- Received quotes for stormwater asphalt modifications. No action was taken.
- YSI solids blanket analyzer trial is in progress.
- Digester cleaning was completed in-house and is back online.

### 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 is installed and online as of July 12<sup>th</sup>.
- Closeout walkthrough happened today, July 19<sup>th</sup>.

### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still awaiting a decision on in-house accreditation from D.O.E. Passed both required performance tests and submitted all documentation to Ecology for review Thursday, June 15<sup>th</sup>. No further 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% 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, the location is complete.
- Should have our costs and specs at the end of the 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. Flush and TV workorders continue.
5. Well 16 is put back together and will sit for 24 hours for sampling in the column and tank.
6. Well 21 is still working great since the new breaker has been installed.
7. Well 22 rehab project is still ongoing. Holt will do another round of PFD to remove more sediment. This was suggested by Robinson Noble.
8. WSDOT Franchise permit is moving forward.
9. Sanitary survey completed, minimal findings for repair. Suggestion was monitors and grommets on the hypo tank hoses.

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

Finance Manager Joy Ramsdell reported:

- As of today, there are 30 accounts with \$17K past due. 121 past due notice letters were sent, and 11 accounts were shut off.
- All Q2 reports were filed.
- Springbrook has not found the bugs responsible for the meter reading data transfer issue. We will continue to monitor this upcoming billing.
- Adjusted Michael & Michaela's job tasks and workplace to better fit current and future needs.

### **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.
- Continuing to work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system.
- Encompassing the 2024-2025 loan cycle, four PWB loan applications were submitted for the following projects:

Powell Booster Station: \$2.85 million

Lund Avenue Main Relocation: \$1.3 million

Bethel Road Main Replacement: \$3.101 million

Retsil Road Main Relocation: \$2.083 million

Loan applications total: \$9.334 million for projects

- SKWRF Lead Operator job announcement has been posted.

- HRA VEBA – Staff have been provided with ballots for voting on payout of sick leave accruals for retirement and termination of employment. The Board will be provided with a resolution at the next meeting if it is determined the staff prefer a different policy on the payouts considered.
- Preparing for the 2024 budget cycle.
- Staff have completed incorporating procedures and notifications to comply with Engrossed Substitute House Bill 1329 – Addressing Utility Shut Offs Extreme Heat.
- GM Screws requested an employee appreciation luncheon be held July 27<sup>th</sup> at 11:30 a.m.; the Board approved.
- The Board was asked who would be attending the upcoming WASWD fall conference, the commissioners will indicate by the end of next week if they will be attending.

**COMMISSIONERS' REPORTS**

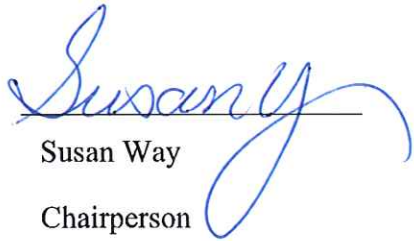
Commissioners Way, Hart, and Lundberg had nothing to report.

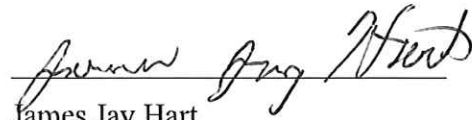
**EXECUTIVE SESSION**


None requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:40 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