

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, August 2, 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 July 19, 2023
2. Approval of Vouchers WSUD #31571 through #31604 in the amount of \$65,300.30
3. Approval of Vouchers SKWRF #17563 through #17586 in the amount of \$16,060.12

Commissioner Hart moved to approve the items in the Consent Agenda. The motion was seconded by Commissioner Way; the motion was approved 2-0, due to Commissioner Lundberg being late.

BOARD DISCUSSION/ACTION ITEM

Introduction of the 2024 WSUD & SKWRF Budget Preparation Schedule

Went over the dates and times with the commissioners and General Manager Randy Screws will continue to work on the 2024 Budget.

Discussion, Utility Conflict Notification, WSDOT Fish Barriers Project

General Manager Randy Screws will continue working to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project.

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 three quotes on preventative maintenance software. At this point, we may just budget for our current software at the rate increase expected. All three start-up quotes came in at an access of \$30k, with annual costs exceeding \$14k. which, to me, is not a justified expense for the SKWRF.
- MBR Blower replacement received and installed and is back online.
- Load bank project: Awaiting equipment delivery, expected ship date 11/17/23.
- Received quotes for stormwater asphalt modifications. No action was taken at this time. This may be revisited later when the cost of operating vs. the cost of asphalt modifications is justifiable.
- YSI solids blanket analyzer trial completed.
- Leachate receiving is currently tentative for this month. The hauling company is currently having driver shortage issues.
- Lead Operator job opening has been posted. Very few applicants.

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 12th.
- Closeout walkthrough happened today, July 19th.
- Awaiting punch list completion, as-builts and polymer pump for full close out.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still awaiting a decision on in-house accreditation from D.O.E. Submitted all documentation to Ecology for review Thursday, June 15th. 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 this Friday.

Crew:

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update, says we are on his schedule.
2. Commercial/Residential water meter replacements continue.
3. Continue to do service line inventory which is located in VUEWorks.
4. Flush and TV workorders continue.
5. Well 16 is put back together and pumping into the system.
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. Grommets on the hypo tank hoses installed and gas monitors will be installed soon.

Water Production: Through July

- 2022- 331,929,000
- 2023- 368,404,000
- 2.8-million-day avg.
- 87,090,000 in July

Rain Gauge:

- 2022- 28.20
- 2023- 22.6

Difference- 5.44” LESS than last year

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- Consumption for July was 66m gallons, 32% more compared to July 2022.
- July Revenues – Sewer \$454K, 7.7% increase, added 18 ERU new connections; water \$496K, 30% increase, added 30 new connections.
- 1,966 customers paid online including 1,700 autopay and 36 accounts had final billing.
- The meter reading data transfer issue was not caused by software. It was an operation process error. We communicated with the operation dept to confirm the procedure to avoid this issue.
- Preparing annual financial disclosure for municipal security rulemaking board.
- Budget 2024 preparation.

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.
- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system continues.
- SKWRF Lead Operator job announcement has been posted.
- HRA VEBA – Staff were provided with ballots for voting on payout of sick leave accruals for retirement and termination of employment. The Employee ballots received and counted do not indicate a desire by staff for consideration by the Board to modify the current policies in regard to payout of sick leave accruals for retirement and termination of employment.
- Working on the 2024 budget.
- Working to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project.

COMMISSIONERS' REPORTS

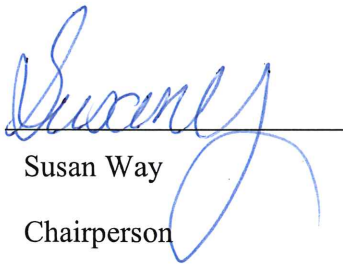
Commissioners Way, Hart, and Lundberg had nothing to report.

EXECUTIVE SESSION

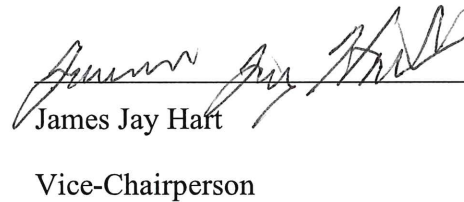
None requested.

ADJOURN

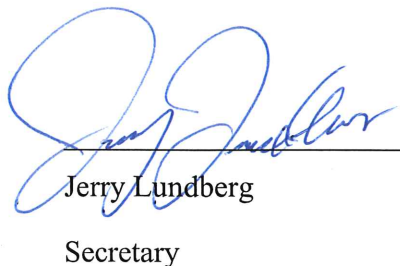
Commissioner Hart moved to adjourn the meeting at 1:52 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary