

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, August 16, 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 August 2, 2023
2. Approval of Vouchers WSUD #31605 through #31637 in the amount of \$317,926.75
3. Approval of Vouchers SKWRF #17587 through #17598 in the amount of \$131,558.62
4. Approval of the August Payroll in the amount of \$236,142.02

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, Business Hours

GM Screws asked for the Board's opinion on changing the office closing time to 3:45 p.m., which would be the same as the lobby closing time. The Board had no objection.

WSUD Water System Plan Approval Letter

GM Screws announced the Water System Plan had been approved by the WA State Department of Health.

Resolution 1098-23, Authorize Purchase of Chemical Storage Buildings

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.
- Load bank project: Awaiting equipment delivery, expected ship date November 17th.
- Lead Operator job opening has been posted. Very few applicants.
- Attended a Plant Tour at the City of Bremerton last week.
- Submitted second quarter Performance Report to D.O.E. on grant funding.
- Submitted July Municipal and GNP DMRs.
- Waste Management began discharging leachate on Monday, August 14th.
- CAS basin Aerostrip cleaning in progress.
- Leadership Kitsap orientation this Friday, August 18th.

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.
- 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 on 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% 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.
- Received costs and specs. Meeting with WSE on Thursday, August 17th to go over the project.

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/Residential water meter replacements continue.
3. Many small leaks have been repaired over the last couple weeks.
4. Flush and TV workorders continue.
5. Well 22 rehab project is being put back together this week. We will get it back into the system after samples are taken and results are satisfactory.
6. WSDOT Franchise permit is moving forward, met with the engineer this morning.
7. Sanitary survey completed, minimal findings for repair. Gas monitors will be installed soon.

Water Production: Through July

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

- As of yesterday, we have 27 accounts with \$16K total 90-days past due balance.
- Shut offs have been rescheduled to next Wednesday, August 23rd due to the heat warning.
- Received retro program refund: \$3,900 for SKWRF and \$4,700 for WSUD. Total \$8,700 this year. Only 28% of last year's refund.
- Started working on the 2024 budget.
- Registered attendees for the WASWD conference.
- Working on the SKWRF first half of 2023 budget review.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Follow up to Resolution 1089-23, Declaring an Emergency for Well 16, Section three (3). A final finding of cost allocation to address the emergency was in the amount of \$24,023.12 for the Well Driller and \$846.36 for the Electrical Contractor. The total expenses incurred total \$24,869.42.
- 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.
- Work continues on the 2024 budget.
- Work continues to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project.
- Cable theft of some spare lift station pumps occurred the week of August 6th. The replacement parts are just under \$20,000. A report has been filed with the Kitsap County Sherriff’s Office.

COMMISSIONERS’ REPORTS

Commissioner Hart inquired about staffing levels at the SKWRF and discussed potential additional hires in the future. Commissioner Lundberg followed up on a previous discussion on phone alerts for outages. GM Screws discussed different software being evaluated and asked the Board’s opinion on utilizing social media; the Board was open to it. Commissioner Way had nothing to report.

EXECUTIVE SESSION

None requested.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:46 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