

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, September 6, 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 August 16, 2023
2. Approval of the Special Minutes of Open Public Meeting August 16, 2023
3. Approval of Vouchers WSUD #31638 through #31680 in the amount of \$151,606.21
4. Approval of Vouchers SKWRF #17599 through #17629 in the amount of \$76,355.79

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, Notification/Alert Systems

GM Randy Screws discussed a few options we are looking at for the phone systems for alerts for customers. GM Randy Screws also asked the Commissioners if they would like to attend the demos and they would.

Resolution 1099-23, Adoption of the Accounting Specialist I Job Description

Passed 3-0

Resolution 1100-23, Changer of Position, WSUD Employee

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. Final interview this morning.
- Waste Management began discharging leachate on Monday, August 14th and continues into week three.
- CAS basin Aerostrip cleaning completed.
- Leadership Kitsap orientation this Friday, August 18th and 19th.

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.

OPERATIONS MANAGER'S REPORT

Operation 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.
- Had a meeting with WSE and talked about things we found in the specs.

Crew:

1. St. Vincent DePaul project City contacted about the permit. Reached out to Casco for time update. Says were on his schedule.
2. Commercial/Residential Water meter replacements continue.

3. A new vactor has arrived.
4. Flush and TV workorders continue.
5. Well 22 rehab project is being put back together at the end of last week. Should be ready end of this week.
6. WSDOT Franchise permit is moving forward. Meeting with engineer this morning.
7. The sanitary survey report is being completed.
8. Budget process continues.
9. Ordered our replacement cables for our pumps.
10. Ordered chemical buildings for Hypo stations.

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:

- Billed consumption was 80 million gallons, 17% increase compared to August 2022.
- August billed revenue – Sewer \$479K, increased 9% from last year, added 4 ERU; Water \$549K, increase 24% added 17 ERU.
- 1,847 accounts paid online including 1,706 autopay. Processed final billing for 44 accounts.
- 109 final letters sent out, there were 0 shut offs and 1 lien.
- Continue working with 2024 budget.
- Staff update.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

Have had interviews with five different vendors who provide contact communications. A wide variety of costs and services are available from around .75 cents per contact per year to \$4.80/year/person depending on the needs of the district. I have been currently considering the needs to include:

- Contacting staff regarding inclement weather situations.
- BOC Reminder calls

- Provide customers in geofenced areas of notification of main breaks or other service interruptions. This would be accomplished by staff at the job location once an assessment is made.
- Customer notification of overdue billings.
- General notifications such as voluntary conservation, public hearings, etc.
- Staff continue to assess installation scenarios for the proposed carport-type area for District vehicles.
- 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. Reminder of next week's Board and Budget meeting at 10:00 to discuss 2024 Capital planning and modification of rates and charges.
- Work continues to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project.
- Staff have concluded interviews for the Lead Operator position at SKWRF.

COMMISSIONERS' REPORTS

Nothing to report.

EXECUTIVE SESSION

The Board entered into a 5-minute Executive Session for the purpose of considering the performance of a public employee under RCW 42.30.110 section 1(g) with GM Randy Screws, Joy Ramsdell and Commissioners at 1:38 p.m. Executive Session ended at 1:43 p.m. with action taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:45 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