

WEST SOUND UTILITY DISTRICT
Minutes of Special Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, September 13, 2023, at 10:00 a.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 10:00 a.m.

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of September 6, 2023
2. Approval of Vouchers WSUD #31681 through #31709 in the amount of \$684,446.24
3. Approval of Vouchers SKWRF #17630 through #17649 in the amount of \$50,737.46
4. Approval of the September Payroll in the Amount of \$XXXXXXX
*Removed from Consent Agenda at the meeting.

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

Resolution 1101-23, Confirming the Hiring of the SKWRF Lead Operator
Passed 3-0

Discussion, Cross Connection Control Management Service Fees

GM Randy Screws discussed hiring an outside company to manage recordkeeping of backflow tests, customer notifications, etc. which is currently handled by staff on top of their regular duties. Aside from the implementation costs, there would be a flat rate per test report submitted by the certified backflow assembly tester. GM Screws asked the Board if they would like to have the customer pay this cost directly at the time of testing, as not all ratepayers have backflow assemblies. The Board asked for time to consider and tabled discussion until the end of November.

Study Session, 2024 Water & Sewer Capital Improvement Projects

An initial draft of the CIP plans for Water, Sewer, and the SKWRF were discussed with the Board.

Study Session, Proposed 2024 Utility Rates, Charges, and Master Fee Schedule

An initial draft of rates, charges, and fees were discussed with the Board.

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 is November 17th.
- An applicant has been selected for the open Lead Operator position.
- Waste Management completed leachate, a three-week run.
- Leadership Kitsap Opening Retreat was Friday and Saturday, August 18th and 19th.

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

- Continuous work with P.S.E. on the 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.
- The pump was ordered Friday, September 8th.

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.
- Discussed the specs and any concerns with WSE at a recent meeting.

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. The new vacor truck has arrived.
4. Flush and TV workorders continue.
5. Well 22 is being put back together as of the end of last week. VFD needs to be matched to the motor, which will be completed this Friday with Taurus.
6. WSDOT Franchise permit is moving forward.
7. The sanitary survey report is being completed.
8. Working on the budget for water and sewer operations.
9. Ordered our replacement cables for our pumps. They will be here September 21st.
10. Ordered chemical buildings for Hypo stations. – these are about 4 weeks out.

Water Production: Through August

- 2022- 416,660,000 gallons
- 2023- 451,660,000 gallons
- 2.6-million-day avg.
- 83,256,000 gallons in August

Rain Gauge:

- 2022- 28.20”
- 2023- 31.74”

Difference- 3.54” LESS than last year

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- Sent 102 final notice letters and shut off 8 accounts, with 1 lien filed this month.
- As of today, there are 38 accounts with a total 90-day past due balance of \$17K.
- The SKWRF mid-year budget status report was completed.
- Michaela will attend the WFOA conference next week.

GENERAL MANAGER’S REPORT

General Manager Randy Screws reported:

Continuing to work on scheduling a demo for notification systems.

- 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 to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project.
- WSUD applied for four PWB Loans for the water utility. The District received notification Monday that two of our projects received conditional funding. There were 61 total projects awarded conditional funding. The Powell Booster Pump Station for \$2.85 million and the Lund Avenue Main Relocation for \$1.3 million. Awards are conditional pending cultural review, verification that applicants are current with their Growth Management Act planning requirements, and completion of underwriting and other threshold review elements. The district contracts must be executed within 6 months of the award date, which was September 8th, 2023.
- An Executive Session is requested for the purpose of considering the qualifications of an applicant for public employment under RCW 42.30.110 section 1(g). I request a five-minute Executive Session. I anticipate action to be taken following the Executive Session.

COMMISSIONERS' REPORTS

Commissioner Hart proposed the idea of a newsletter to keep ratepayers informed of projects, expenses, and relevant information. Commissioner Way may be attending virtually until November 1st. Commissioner Lundberg had nothing to report.

EXECUTIVE SESSION

The Board entered into a 5-minute Executive Session for the purpose of considering the qualifications of an applicant for public employment under RCW 42.30.110 section 1(g). with GM Randy Screws, Marty Grabill and Commissioners at 10:36 a.m. Executive Session was extended once by 5 minutes and ended at 10:46 a.m. with action taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:43 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