

WEST SOUND UTILITY DISTRICT  
Minutes of Special Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, October 4, 2023, at 10:00 a.m.

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Chairperson: Susan Way (Virtual)  
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  
Debbie Raymond, Senior Customer Service Representative  
Ken Bagwell, Attorney  
Amber Brooks, Accounting/Office Assistant  
Doug Rowe, Everbridge Demonstration  
Ted McEldowney, Everbridge Demonstration

The meeting was called to order by Commissioner Hart at 10:00 a.m.

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of September 13, 2023
2. Approval of Vouchers WSUD #31710 through #31746 in the amount of \$145,514.19
3. Approval of Vouchers SKWRF #17650 through #17669 in the amount of \$31,114.87
4. Approval of the September Payroll in the amount of \$205,536.24

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**

Demonstration, Everbridge, Alert Notification Systems

Doug Rowe and Ted McEldowney with Everbridge provided a virtual demonstration regarding the alert notification system.

Discussion, Cross Connection Control Management Service Fees

GM Randy Screws discussed the end-of-life scenario of our current Cross Connection Control Software. With the use of new vendor software as a service comes a cost per customer for Backflow Assembly Tester (BAT) reporting. GM Screws asked the Board if they had any reservations of having those charges passed directly on to the customer who have devices tested pay this cost directly at the time of testing, as not all ratepayers have backflow assemblies.

GM Screws also mentioned that he would investigate going out for a bid for residential testing services to try to reduce customer costs.

#### Introduction of the 2024 SKWRF Budget

GM Screws went over that the numbers have changed a small amount and will discuss more in the future.

Resolution 1102-23, DEC, Sewer Extension, SE Crawford Road  
Passed 3-0

Resolution 1103-23, DEC Acceptance, Housing Kitsap, Riverstone Plat  
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 11/17/23. No further updates.
- Waste Management completed leachate discharge to the treatment plant. We are still awaiting driver logs to bill from.
- We have an asphalt project currently ongoing. The project's beginning date was Tuesday, 10/3. Contractors are repairing the front entrance to the SKWRF as well as adding a catch basin over by our waste gas flare to prevent stormwater runoff. Most of the job was completed yesterday.
- Leadership Kitsap collaboration ongoing.

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

- Continuous work with P.S.E. on the Conservation Grant Agreement. Year 3 of 3.
- Monthly teams' meetings are ongoing.

#### Rotary Drum Thickener-ESCO (2022)

- Awaiting punch list completion, as-builts, and polymer pump for full close out.
- Looking into November for the full completion and closeout.

#### 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 15<sup>th</sup>. No further updates.
- Emailed Ecology, Friday 9/29 for updates. No reply.

## **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% 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.
- 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 Caseco for time update. Says were on his schedule.
2. Well 22 has been lowered and rehab is now complete. Waiting for a new converter part for the transducer. Keller America had sent the wrong one.
3. Waiting on the 4 new chemical shelters to keep our hypo away from our electrical panels in the well site buildings.
4. Commercial and residential meter replacement project continues.
5. WSDOT franchise permit continues. Sent updated information yesterday for review.
6. The homeless camp is still on the upper hill at the Karcher well site.
7. Old Vac truck and TV Van went to bid on the 25<sup>th</sup>. Vactor sold for \$62,500 to the sole bidder Pat Hall construction. TV Van did not sell so we are looking at other options.
8. The cables that were cut/stolen off our pumps have been replaced with new ones by Whitney Equipment. This keeps the warranty intact.
9. Continue to work on 2024 Capital projects for water and sewer.
10. Water distribution pumped 56,369,000 gallons of water in September. 1.8 million gallons per day average.
11. Carport installation for district equipment cover has been canceled at this time.
12. The fence at Fred Meyer lift station has begun construction.

Water Production: Through September

- 2022- 416,660,000
- 2023- 508,029,000
- 1.87-million-day avg.
- 56,369,000 in September

Rain Gauge:

- 2022- 28.20
- 2023- 31.74

Difference- 3.54” LESS than last year

### **FINANCE MANAGER’S REPORT**

Finance Manager Joy Ramsdell reported:

- Billed consumption was 73 million gallons, about 10% decrease September 2022.
- Sep billed revenues – Sewer \$471K, 5% decrease from Sep 2022, add 7 ERU; Water \$523K, 2% down, add 5 ERU.
- 1,997 paid online, 1,734 autopay. 40 accounts had final billing.
- All 3<sup>rd</sup> quarter reports need to be filed; an unclaimed properties report is also due.
- DRS starts Roth DCP option this month. Employees can make a choice to contribute to Roth DCP. Please let Finance know if you have any questions.

### **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 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. Project is now in moving in the direction of design phase.
- Work continues to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project. Awaiting more information from WSDOT as to the proposed plan.
- The PWB Loan applications and award (Powell Booster Pump Station for 2.85 million and the Lund Avenue Main Relocation for 1.3 million) that were conditionally approved are in the process of undergoing preliminary cultural review and preparation of underwriting.

The financial health of the community for the two WSUD awards are in distressed areas, and I assume during underwriting that the district will be provided a 1.38% interest rate for the two projects over a 20-year period. The Public Works Board (PWB) recently updated its Hardship Policy with new methodology and expanded opportunities for communities to receive partial grants for Construction and Pre-construction projects. Communities that meet “Distressed” criteria are eligible for up to 25% with a \$1 million cap of a Construction award as grant funding. Communities that meet severely distressed criteria are given first priority for partial grant funding and then distressed areas. All grant funding is subject to funding availability and at the discretion of the PWB. We should consider that grant funding will not be awarded but if so, it is a plus for the district and its ratepayers.

I have discussed in detail provided applications that did not receive awards with the PWB and gleaned information to increase the scoring of future project applications. We will reapply during the next PWB cycle for funding.

**COMMISSIONERS' REPORTS**

Commissioner Hart reported that he attended the WASWD Conference and went in the back at WSUD with the crew and looked at the Vactor truck. Commissioner Lundberg wants to have a meeting in November with GM Screws and the commissioners to go over the loans. Commissioner Way had nothing to report.

**EXECUTIVE SESSION**

No executive session requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 2:30 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

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Susan Way  
Chairperson

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James Jay Hart  
Vice-Chairperson

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Jerry Lundberg  
Secretary