

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, October 18, 2023, at 1:00 p.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  
Joy Ramsdell, Finance Manager  
Ken Bagwell, Attorney  
Michaela Horishige, Accounting/Office Assistant

The meeting was called to order by Commissioner Hart at 1:00 p.m.

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of October 4, 2023
2. Approval of Vouchers WSUD #31747 through #31784 in the amount of \$100,086.75
3. Approval of Vouchers SKWRF #17670 through #17696 in the amount of \$72,886.99
4. October Payroll in the amount of \$206,048.29

Commissioner Lundberg moved to approve the items in the Consent Agenda. The motion was seconded by Commissioner Hart; the motion was approved 3-0.

**BOARD DISCUSSION/ACTION ITEM**

Resolution 1104-23, Authorizing Change Order, Well 22 Project  
Passed 3-0

Resolution 1105-23, DEC Acceptance, Overlook Apartments Phase 2  
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 17<sup>th</sup>. No further updates.
- Waste Management completed leachate discharge to the treatment plant. We are still awaiting driver logs to bill from.
- The asphalt project for front entry and stormwater catch basin is complete.
- 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 Team's meetings ongoing.

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

- Awaiting punch list completion, as-builts, and polymer pump for full close out.
- The pump is set to be delivered this week, with installation set for next week beginning Monday.

#### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still awaiting a decision on in-house accreditation from D.O.E. We submitted all documentation to Ecology on Thursday, June 15<sup>th</sup>.
- Received a reply from Ecology on October 5<sup>th</sup>. They are short of staff, Ecology is hiring and trying to get them trained.

### **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

- An engineering contract has been signed with WSE.
- WSE is working on the final edits today.

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. Transducer is working. VFD is undersized (HVAC). Taurus is working in the recommended size and availability.
3. Waiting on the four new chemical shelters to keep our hypochlorite away from our electrical panels in the well site buildings. A slight delay was reported today.
4. Commercial meter replacements are completed, residential meter replacement project continues.
5. WSDOT franchise permit continues. We are on our last section for 160 Sedgwick.
6. The homeless camp is still on the upper hill at the Karcher well site. We contacted the Sheriff's office yesterday.
7. Continue to work on 2024 Capital Projects for water and sewer.
8. Water distribution pumped 56,369,000 gallons of water in September. 1.3 million gallons per day average in October.
9. Carport installation for District equipment cover has been canceled at this time.
10. The fence at Fred Meyer lift station has been completed.
11. Salmonberry booster: one pump and motor rebuild. The pump was leaking and had a broken packing gland. The motor had a bad bearing, so we decided to get them rebuilt.
12. Working on the roundabout project for Bethel and Lincoln, Mitchell.

### **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- As of October 17<sup>th</sup>, there were 34 past due accounts with a total balance of \$23K. We sent 110 final letters and shut off seven accounts, two are still shut off.
- 1,411 meters have been changed out.
- All Q3 reports are filed including the first LTC filing. We have received a clear understanding that Commissioners should take PFML and LTC deductions too.
- I'll take leave for 3 weeks to China for a family matter. I'll arrange my tasks before I leave this Friday. Debbie will be in charge of daily customer service and Michaela will take care of most of the finance.

### **GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

- Staff continue to assess 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.
- Reminder of Special Board Meeting on the 25<sup>th</sup> for the purpose of a budget work session.
- Queried for any follow-up questions or items the Board wished to be addressed with the alert notification presentation that was provided at the October 4, 2023, Board Meeting.

**COMMISSIONERS' REPORTS**

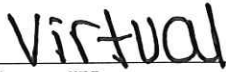
Commissioner Hart requested to be put on the notification list for any alerts sent out through the new system. Commissioner Lundberg asked for clarification on the types of notifications available and if there was an update on the Mile Hill roadwork. GM Screws informed him there has been no update from WASHDOT. Commissioner Way had nothing to report.

**EXECUTIVE SESSION**

No executive session requested.


**ADJOURN**

Commissioner Way moved to adjourn the meeting at 1:37 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