

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, November 1, 2023, at 1:00 p.m.

Chairperson: Susan Way (Virtual)
Vice Chairperson: James J. Hart
Commissioner: Jerry Lundberg

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Ken Bagwell, Attorney
Amber Brooks, 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 18, 2023
2. Approval of the Special Board Meeting Minutes of October 25, 2023
3. Approval of Vouchers WSUD #31785 through #31818 in the amount of \$166,740.56
4. Approval of Vouchers SKWRF #17697 through #17707 in the amount of \$189,853.66

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 1106-23, Job Description Modification, District Engineer
Passed 3-0

Resolution 1107-23, Professional Services Agreement, Technical Systems, Inc.
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 is in process.

- Load bank project, awaiting equipment delivery, expected to ship 11/17/2023. No further updates.
- Waste Management completed leachate discharge to the treatment plant there was 950,000 this year.
- Asphalt project is completed. The project included repairing the front entrance to the SKWRF as well as adding a catch basin over by our waste gas flare to prevent stormwater runoff.
- Blower exchange project in process. Awaiting blower: shipped 10/30/2023.
- Budgeting time of year.
- 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.

Rotary Drum Thickener-ESCO (2022)

- A new polymer pump and VFD installed.
- Unit is online.
- Installation has been completed.
- Awaiting close-out documents.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still awaiting a decision on in-house accreditation from D.O.E. No further updates.
- Emailed Ecology, Friday 9/29/2023 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.
- Sent over additions to the project. Lined manholes, additional manhole runs with the side sewer connection.

Crew:

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update, says we are 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. Shipping is still delayed.
4. Residential meter replacement project continues, finishing along Beach Dr.
5. WSDOT franchise permit continues. The last section for SR 160 (Sedgwick) has been sent over for approval. We can then start on SR 166.
6. Asphalt patching was done yesterday, repairs were done by us.
7. Continue to work on 2024 Capital Projects for water and sewer. Sent information to Robinson Noble for Well 14 & 16 rehabilitation.
8. Water distribution pumped 40,889,000 gallons of water in October, 1.28 MGD 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 1 pump and motor rebuilt. The pump was leaking and had a broken packing gland. The motor had a bad bearing, so we decided to have them rebuilt. A pump needs to be converted to a mechanical seal. Packing is not made from lead free.
12. Working on the roundabout project for Bethel, Lincoln, and Mitchell.
13. Chlorine gas monitors have been installed per our sanitary survey. Mostly complete, looking for transit numbers.
14. There is now a sample drop station up front in the Commissioner's office.
15. Flow meters ordered for sewer stations. We are prepping for our sewer comp plan coming up.

Water Production: Through October

- 2022- 536,647,000 gal.
- 2023- 548,918,000 gal.
- 1.28 million gallons per day avg.
- 40,889,000 in October

Rain Gauge:

- 2022- 32.11"
- 2023- 24.31"

Difference- 7.8" LESS than last year

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Staff continues 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 25th for the purpose of a budget work session.

COMMISSIONERS' REPORTS

Nothing to report.

EXECUTIVE SESSION

No executive session requested.

ADJOURN

Commissioner Hart 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