

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, November 15, 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
Michaela Horishige, 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 November 1, 2023
2. Approval of Vouchers WSUD #31819 through #31856 in the amount of \$101,471.27
3. Approval of Vouchers SKWRF #17708 through #17729 in the amount of \$61,996.41
4. Approval of November Payroll in the Amount of \$203,253.56

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

Mr. Will Fortier, RE: Conditional Use Permit Conversion from Guest House to ADU

Mr. Fortier of 5300 E. Blaisdell Ln. addressed the Board indicating delays in obtaining an approved Conditional Use Permit for his current Guest House conversion into an ADU due to staffing issues at Kitsap County. His concern is that as of January 1, 2024, District Policy requires the installation of separate services for the ADU. GM Screws suggested the County provide a letter that states Mr. Fortier has completed all their requirements for permitting and the delay is due to staffing issues impeding their ability to complete the process. The letter would also need a timeline for when the Conditional Use Permit would be approved. The Board authorized an extension of the current ADU policy for Mr. Fortier if he provided a letter from the County indicating the delays were due to their inability to move forward with the process in a timely manner and a timeline for the completion of the process. The duration of the extension would align with the timeline provided by Kitsap County.

Discussion, Award letter, 2024 PWB Loan, Powell Booster Pump Station Project
GM Screws read the award letter.

Discussion, Award letter, 2024 PWB Loan, Lund Avenue Main Relocation Project
GM Screws read the award letter. Commissioner Lundberg requested a meeting to discuss capital funding, the Special Meeting was set for Tuesday, November 21st at 10:00 a.m.

Resolution 1108-23, Authorizing Action, PFAS Class Action Lawsuit
Passed 3-0

Resolution 1109-23, First Reading, Adopting the SKWRF 2024 Budget

Resolution 1110-23, First Reading, Adopting the WSUD 2024 Water, Sewer Budgets

Resolution 1111-23, First Reading, Modification of Utility Rates, Fees and Charges

Resolution 1112-23, First Reading, Amending Water & Sewer General Facility Charges

Resolution 1113-23, Adopting the WSUD 2024 Salary Schedule and Health Benefit Contribution
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permit.
- October DMRs were submitted yesterday.
- NPDES Permit renewal is in process.
- Load bank project: Awaiting equipment delivery, expected ship date November 17th. No further updates.
- Blower exchange project: We have received the blower. Installation is to begin next week.
- 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)

- 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.

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

- The engineering contract has been signed with WSE.
- Engineers have sent over some additions to the project. These include lined manholes, and additional manhole run with a side sewer connection.

Crew

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update, he says were on his schedule.
2. Well 22 has been lowered and rehab is now complete. The transducer is working. VFD is undersized (HVAC). Taurus is working on the recommended size and availability.
3. Four new chemical shelters are scheduled for delivery today. These will keep our hypochlorite away from our electrical panels in the well site buildings.
4. Residential meter replacement project continues.
5. WSDOT franchise permit continues. last section for SR 160 (Sedgwick) has been sent over for approval. We can then start on SR 166.
6. Well 1 and Powell Tanks were cleaned by the crew.
7. Water main flushing has begun.
8. Water distribution pumped 40,889,000 gallons of water in October. 1.28 million gallons per day average in October.
9. Waiting for the lab to do their part for us to be a drop/pickup site.
10. Automatic door motors will be replaced.
11. Working on the roundabout project for Bethel Rd, Lincoln Ave and Mitchell Ave.
12. Waiting for some time to get the sewer flow meters installed.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Billed consumption was 48 million gallons, that is an 18% decrease compared with October 2022.
- October revenues – Water: \$395K, 1% decrease, added 40 new ERUs; Sewer: \$450K, 7% increase, added 37 new ERUs.
- 1,900 accounts paid online this month, including 1,762 on autopay. We processed 54 final billings.
- 128 final letters sent out, with 8 set for shut off tomorrow and 3 liens to be filed.
- As of today, there are 39 accounts past due with a combined balance of \$25K.
- Today is the first workday since my vacation. Admin staff did a good job during my leave.

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.
- Currently working on 2023 Federal Motor Carrier Reporting for our CDL drivers
- Will begin the process of preparing the advertisement for a District Engineer if there are no objections.
- Staff are beginning the process of preparing RFPs for the 2024 well rehabilitation projects.
- Participation in the Public Works Board Workshops to ensure processes and procedures required for project management of the procured loans.

COMMISSIONERS’ REPORTS

Commissioner Hart suggested inviting the new City Councilmen to a tour of SKWRF. Commissioners Way and Lundberg had nothing to report.

EXECUTIVE SESSION

No executive session was requested.

ADJOURN

Commissioner Way moved to adjourn the meeting at 2:11 p.m. Motion was seconded by Commissioner Hart; the motion was approved 3-0.

Susan Way
Chairperson

James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary