

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, December 6, 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
Ken Bagwell, Attorney (Absent)
Amber Brooks, 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 15, 2023
2. Approval of the Special Board Meeting Minutes of November 21, 2023
3. Approval of Vouchers WSUD #31857 through #31893 in the amount of \$149,926.34
4. Approval of Vouchers SKWRF #17730 through #17753 in the amount of \$56,530.03

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 1109-23, Second Reading, Adopting the SKWRF 2024 Budget
Passed 3-0

Resolution 1110-23, Second Reading, Adopting the WSUD 2024 Water, Sewer Budgets
Passed 3-0

Resolution 1111-23, Second Reading, Modification of Utility Rates, Fees and Charges
Passed 3-0

Resolution 1112-23, Second Reading, Amending Water & Sewer General Facility Charges
Passed 3-0

Resolution 1114-23, Adopting a Flag Display Policy
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.
- Blower exchange Blower sent out for evaluation 11/27.
- Replacement blower installation completed 11/29. We still need it wired in to be completed.
- Influent grit channel cleaning completed 11/27.
- MBR RAS Flygt pump seal failure. The pump was removed from operation on 11/28 and taken in for evaluation on 11/30.
- Flows: Great rain fall yesterday. We recorded 4.5 inches for Monday overnight with an Effluent flow of 6.34 MGD. This rainfall is the highest in my 5 years so far. A total of 12 MGD.

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

- Continuous work with P.S.E. on the Conservation Grant Agreement. Year 3 of 3.

Load Bank Replacement

- Load bank project update. Awaiting equipment delivery, expected ship changed now to January 2024.

Rotary Drum Thickener-ESCO (2022)

- Installation has been completed.
- Awaiting close-out documents.
- Process optimization continues with the RDT.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still awaiting a decision on in-house accreditation from D.O.E. No further updates.
- No longer receiving replies from D.O.E. lab accreditation.

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 were on his schedule.
2. Well 22 has been lowered and rehab is now complete. Transducer is working. VFD is undersized (HVAC). working on the recommended size and availability with 3 contractors.
3. 4 new chemical shelters to keep our hypochlorite away from our electrical panels in the well site have been delivered.
4. Residential meter replacement project will start after the first of the year.
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. Water main flushing continues.
7. Water distribution pumped 41,239,000 gallons of water in November. 1.37 MGD average.
8. Waiting for the lab to do their part for us to be a drop/pickup site.
9. Automatic door motors will be replaced in a couple weeks.
10. Working on the roundabout project for Bethel at Lincoln, Mitchell.
11. Sewer flow meters are being installed. Just ordered our last one.

Water Production: Through November

- 2022- 536,647,000 gallons
- 2023- 548,918,000 gallons
- 1.37-million-day avg.
- 41,239,000 gallons in November

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 continue to assess the proposed carport-type area for District vehicles.
- Staff continue to work on the re-establishment of a franchise agreement with WSDOT for water utilities. Awaiting feedback from WSDOT on any other items to address.

- The District has been contacted by a representative from WSDOT for confirmation of infrastructure within the area of Long Lake Road and Sedgwick Road (Hwy 160). We have been informed WSDOT is in the planning process for a roundabout installation. We were informed our current infrastructure will likely conflict with their design due to excessive cuts needed to bring the roundabout grade into compliance.
- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City’s sewer system continues.
- Working continues on 2023 Federal Motor Carrier Reporting for our CDL drivers to be filed this month.
- District Engineer position has been posted.
- Staff are in the process of preliminary preparations for RFPs for the 2024 well rehabilitations projects.
- Continuing with the PWB Workshops to ensure processes and procedures required for project management.
- Documents required have been filed by legal counsel for the PFAS opt-out with both Dupont and 3M as required by the Class action Lawsuits.
- Request of the Board for approval to move forward with a year-end employee appreciation luncheon.

COMMISSIONERS’ REPORTS

Commissioner Way and Lundberg had nothing to report. Commissioner Hart stated that he attended the online section 2 meeting and the WAWSD meeting.

EXECUTIVE SESSION

No executive session requested.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:05p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

Susan Way
Chairperson

James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary