

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, December 20, 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. The start of the meeting was postponed for a few minutes due to technical difficulties.

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of December 6, 2023
2. Approval of Vouchers WSUD #31894 through #31936 in the amount of \$117,304.85
3. Approval of Vouchers SKWRF #17754 through #17774 in the amount of \$48,665.25
4. Approval of December Payroll in the Amount of \$204,097.41

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

Resolution 1115-23, Revising Operations Department Job Descriptions
Tabled until the next meeting.

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

General Updates

- Testing and monitoring as required by the NPDES Permit.
- NPDES Permit renewal is in process.
- GNP DMR was resubmitted on December 18th.

- Blower exchange: Blower sent out for evaluation on November 27th. I am awaiting the final invoice to close out the purchase order.
- MBR RAS Flygt pump seal failure: The pump was removed from operation on November 28th and taken in for evaluation on November 30th.
- Working on closing out 2023 purchase orders and closing out the year for the budget.
- Working on end-of-year reports.
- Working on beginning-of-year reports.
- Major focus on preventative maintenance; trying to end the year with limited issues. Also, focusing on optimizing preventative maintenance with each work order.

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 is now changed 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)

- 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% Plans are completed.

Fircrest/Mile Hill Main Replacement

- 2" galvanized to be replaced.
- Possible development going in.

Olney Sewer Replacement

- Engineering contract has been signed with WSE.
- Received updated engineer's estimate with manhole changes, totaling \$1,162,056.28.

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). Received two quotes and the third should be in by Friday.
3. Four new chemical shelters are being installed.
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 with the upper gradient.
7. Replaced a leaking valve on the Powell Tank.
8. Sample Pick up/Drop site approved and will begin after the 1st of the year.
9. Working on the roundabout project for Bethel and Lincoln, Mitchell.
10. Sewer flow meters are being installed. Brada's replacement is on order. Won't be here till after the first of the year.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- L&I rates increased: 7.6%
- As of today, there are 34 past due accounts with \$24K total balance.
- Reconciled November's books and will be closing the last AP this Friday.
- Entered new budget and rates in Springbrook. Went over all projects and they are done. Working on PO clean-up and rollover.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- 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.
- A meeting is scheduled this week to discuss utilities coordination regarding the Hwy 166 fish barriers project.
- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system continues.
- The Office of Financial Management published the new dollar threshold for commissioner compensation beginning January 1, 2024. The new dollar threshold is \$161 per day with the new annual compensation limit of \$15,456.
- Staff continue to work on preparations for RFP's for the 2024 well rehabilitations projects.
- The district has received inquiries from a consultant for the City of Port Orchard regarding infrastructure around Bethel Road SE and SE Salmonberry Road for a Roundabout Project.

COMMISSIONERS' REPORTS

Commissioner Hart requested an estimate of timing schedules for ongoing and future projects. GM Screws will provide as accurate of a schedule as possible. Commissioner Way and Lundberg had nothing to report and wished the staff a Merry Christmas.

EXECUTIVE SESSION

No executive session requested.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:34p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

Susan Way
Chairperson

James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary