

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, January 03, 2024 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 Specialist

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

OATH OF OFFICE

1. Oath of Office, Board of Commissioners, West Sound Utility District Commissioner, Position 2 – Mr. Jerry Lundberg

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of December 20, 2023
2. Approval of Vouchers WSUD #31937 through #31957 in the amount of \$39,943.59
3. Approval of Vouchers SKWRF #17775 through #17784 in the amount of \$21,396.69

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

Board of Commissioners, 2024 Appointment of Officers

The Board confirmed the current 2-year positions.

Resolution 1115-23, Revising Operations Department Job Descriptions (Tabled 12/20/23)

Passed 2-1

Resolution 1116-24, Step Increase, WSUD Employee

Passed 3-0

Resolution 1117-24, Change of Position, WSUD Employee
Passed 3-0

Resolution 1118-24, Change of Position, WSUD Employee
Passed 3-0

Resolution 1119-24, General Managers 2024 Salary Adjustment
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

General Updates

- NPDES Permit renewal is in process. We will continue to operate under our current permit until the new one has been issued.
- MBR RAS Flygt pump seal failure. The pump was removed from operation on November 28th and taken in for evaluation.
- Working on end-of-year reports.

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.

Nutrient General Permit (2022)

- Still awaiting a decision on in-house accreditation from D.O.E.

New Job Posting

- Per the approved 2024 SKWRF budget, I would like to move forward and post the new SKWRF Operator position within the next few weeks. We have a lot of projects for the year and scheduled medical time off for two employees, a combined eight weeks minimum.

2023 Completed Projects

- Nutrient Analyzers
- Primary clarifier skimmer replacement x 2 – in-house.
- Sharples replacement
- Asphalt modifications for stormwater – more this year.

2024 Projects

- MBR Blower Replacement. (Grant funding)
- Aeration Upgrades.
- Electrical Switch Gear Replacement.

- Fine Screen Replacement.
- Grit Pump Replacement.
- Asphalt modifications for stormwater.
- Concrete structure repairs.
- SCADA Network equipment.
- If we have sufficient staffing, we do have many other in-house projects we would like to accomplish this year as well.

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.
- Nothing new to report.

Olney Sewer Replacement

- Engineering contract has been signed with WSE.
- Received updated Engineers estimate with manhole changes: \$1,162,056.28.
- Ready for the RFP process.

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 we are ready to get it going.
3. Four new chemical shelters are being installed. Village Lane’s is the first one, installed today.
4. Residential meter replacements have been ordered.
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. The permit has been approved!
6. Water main flushing continues with the upper gradient.
7. Sample pick up/drop site approved and we are now good to go.
8. Working on the roundabout project for Bethel at Lincoln & Mitchell.
9. Sewer flow meters are installed and almost complete.

Water Production: Through November

- 2022: 536,647,000 gallons
- 2023: 548,918,000 gallons
- 1.34 million gallons-per-day average
- 41,239,000 gallons in November

Rain Gauge:

- 2022: 42.02”
- 2023: 34.85”

Difference: 7.2” LESS than last year through November

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- Billed consumption: 34m gallons, 10.5% decrease from December 2022, but 3% increase yearly with 573m gallons billed in 2023.
- December revenues: Water \$341K, 2% up, \$4.8m in 2023, 26% increase from 2022; Sewer \$448K, 8% up, \$5.4m in 2023 with 8% increase yearly. No new connections added in December, but in total we collected over \$1m in GFCs for both water and sewer last year.
- 1,870 customers paid online including 1,836 on autopay, added 246 autopay customers this year. 23 Final bills in December.
- January is the busiest month for both Finance and Customer Service. All worksheets need to be updated; files need to be organized and new folders made.
- Finance updated all employees’ payroll rates and benefits. Working on accruals and revisions for AP and PR. Internal fund transfer.
- Calculating year end accrued compensated absences and making extra Veba contributions for qualified employees from their sick leave.
- Reviewing 2024 chart of accounts.
- Working on year-end project capitalization and calculating 2023 depreciation.
- 2024 will be an audit year, we will go through internal checks for preparation.

GENERAL MANAGER’S REPORT

General Manager Randy Screws reported:

- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City’s sewer system continues.
- Staff continue to work on RFP’s for the 2024 projects.
- On December 21, District staff had an informational meeting with the consultant for WSDOT (Stantec Engineering) on the HWY 166 Fish Barriers Project. As part of this meeting, conceptual information on the project was shared with district staff. Staff have reviewed the information and have determined that to ensure minimal disruption to rate payers served by the water and sewer systems, the most cost-effective means for the district to accommodate the project would be the installation of a sub-area lift station and a modification to the lower gradient transmission distribution system.
- Kitsap County is currently working on scheduling a meeting with utility stakeholders for the Lund Ave corridor transportation improvements. The district received a proposed construction schedule last Thursday for the various projects which summarizes as follows:
 - Lund Ave – Harris to Chase: Final plans expected around Dec 2024 with construction anticipated to start early spring 2025

- Lund Ave & Hoover Ave Roundabout: Final plans expected mid 2025 with construction anticipated to start early spring 2026 (The county indicated the consultant is designing these first two as one project and will split out the plans per each phase at 60%; They may want to look at these two projects as one for simplicity's sake)
- Lund Ave & Chase Rd Roundabout: They recently were awarded a grant for this phase but it is not scheduled for construction until 2027
- Lund Ave – Chase to Jackson: This phase is unfunded but scheduled for construction in 2028.

An Executive Session is requested for the purpose of discussing the performance of a public employee under RCW 42.30.110 section 1(g). I request a ten-minute Executive Session. I anticipate action to be taken following the Executive Session.

COMMISSIONERS' REPORTS

Commissioner Lundberg requested a copy of all current job descriptions. Commissioners Way and Hart had nothing to report.

EXECUTIVE SESSION

The Board, GM Randy Screws, Finance Manager Joy Ramsdell, and Operations Manager John Tapia entered into a 15-minute Executive Session at 2:14 p.m. for the purpose of discussing the performance of a public employee under RCW 42.30.110 section 1(g). Executive Session was extended for 10 minutes until 2:39 p.m., then extended for 5 minutes twice until 2:49 p.m. The Board exited Executive Session at 2:49 p.m. with action taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:50 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

