

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, January 17, 2024 at 1:00 p.m.

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

Attending: Randy Screws, General Manager (Absent)
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Ken Bagwell, Attorney
Amber Brooks, Accounting Specialist

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 January 3, 2024
2. Approval of Vouchers WSUD #31959 through #31999 in the amount of \$173,590.36
3. Approval of Vouchers SKWRF #17785 through #17804 in the amount of \$90,271.71
4. Approval of the January Payroll in the Amount of \$209,037.65

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 1120-24, Authorizing the purchase of 2024 Nissan Frontier Utility Vehicle
Passed 3-0

Resolution 1121-24, Authorizing the purchase of a 2024 Ford Maverick Utility Vehicle
Passed 3-0

Resolution 1122-24, Authorizing a Contract for Equipment Purchase & Installation for Well 22
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.
- Working on and submitting end-of-year reports. Completed reports:
 - Flow & Rainfall
 - Annual Wet Weather
 - 4th Qtr. Stormwater
 - Payment Request/Progress Report GNP Grant.
 - General Nutrient and Municipal December DMRs
 - Priority Pollutants all completed.
- Annual Biosolids DOE & EPA reports in progress.
- Tree trimming began today around the plant and creek.
- Working of the TSA with King County labs for 2024 contractual sampling.
- We received the final two invoices for worked performed on the RDT project. The project came in at \$43,510.06 under budget. We will receive one more invoice from DES for management services at the one-year mark in September of this year.
- Leachate discharge to the plant from Waste Management began Monday, 1/15/24.

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

- Continuous work with P.S.E. on the Conservation Grant Agreement. Year 3 of 3. Final meeting was held 1/10/24.

Load Bank Replacement

- Load bank project update. Awaiting equipment delivery, expected to deliver this month.

Nutrient General Permit (2022)

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

2024 Projects

- Electrical Switch Gear Replacement. I had an electrician onsite to give me a general replacement cost.
- Grit Pump Replacement. Contacted vendors for quote updates.
- 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.
- I have written up the RFP. We are working out the dates for advertisements and then bid opening.

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 2 quotes and ready to get it going.
3. 4 new chemical shelters are being installed. Village lanes is the first one today.
4. Residential meters for replacements should be here this week.
5. WSDOT franchise permit continues. last section for 160 approved and received. We can then start on 166.
6. Water main flushing continues upper gradient.
7. Shock chlorination on well 20 and well 17.
8. Working on the roundabout project for Bethel ad Lincoln, Mitchell.
9. Sewer flow meters are installed almost complete.
10. Continue working on lead and copper compliance.
11. Gate has been repaired.
12. 7 frozen meters in this winter storm. Only one kamstrup.
13. Received specs and bid sheets for well 16 and 11 rehabilitations. Sent over information for well 14 rehab.

Water Production: Through December

- 2022- 615,472,000
- 2023- 632,002,000
- 1.35-million-day avg.
- 41,845,000 in December

Rain Gauge:

- 2022- 53.49
- 2023- 47.36
- Difference- 6.13" LESS than last year

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- As of today, 54 accounts have \$27k past due, 185 shut off notices and 3 were shut off.
- January payroll is done with salary and benefit updated. City utility tax filed.
- Continue working on quaterly reports. Accrual and revised for AP and payroll.
- Internal fund transfer after December books are reconciled.
- Calculated year end accrued compensated absences.
- Continue working on year end projects, capitalization and calculate 2023 depreciation.

- 2023 DRS Participating Employer financial information (PEFI) came out. I'll start working on pension section for annual reports.
- W2 sent out.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported: (Absent)

COMMISSIONERS' REPORTS

Nothing to report.

EXECUTIVE SESSION

No executive session requested.

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