

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, February 7, 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 (Absent)
Marty Grabill, Plant Manager (Absent)
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 17, 2024
2. Approval of Vouchers WSUD #32000 through #32054 in the amount of \$73,337.35
3. Approval of Vouchers SKWRF #17805 through #17838 in the amount of \$170,474.20

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

Discussion, Notice of Utility Conflict, SR 160 (SE Sedgwick Road) and Long Lake Road SE

Discussion, PWB Awarded Projects, Status Update of the Powell Booster Station, and Lund Avenue Roundabout Projects

Resolution 1123-24, Authorizing Equipment Purchase, Blueberry Lift Station Spare Pump
Passed 3-0

Resolution 1124-24, Authorizing the purchase of a 2024 Ford Maverick Utility Vehicle
Passed 3-0

Resolution 1125-24, Amending Water Policies and Procedures
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.
- Annual 2023 Biosolids DOE & EPA reports submitted.
- TSA with King County labs for 2024 contract sampling signed.
- Leachate discharge to the plant from Waste Management began Monday, 1/15/24, and continues into week four.
- January Municipal DMR submitted 2/5/24.
- January Flow & Rainfall submitted 2/5/24.

2023 Load Bank Replacement

- Load bank project update. Awaiting equipment delivery. Ship date changed to 2/8/24.

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. No updates.

Grit Pump Replacement

- Received three quotes from vendors. No further updates.

Fine Screen Replacement

- Currently looking at replacement options. Reaching out to vendors for retrofit or direct replacement.

Concrete Structure Repairs

- I invited three contractors to the SKWRF to bid on expansion joint and structural repairs. I have received one bid back, and one contractor chose not to bid on the job.

OPERATIONS MANAGER'S REPORT

Operation Manager John Tapia reported:

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

- An engineering contract has been signed with WSE.
- Received updated Engineers estimate with manhole changes: \$1,162,056.28.
- I have written up the RFP. Waiting for the updated taxes on the engineers estimate.

Crew

1. Well 22 has been lowered and rehab is now complete. Transducer is working. VFD has been ordered.
2. Four new chemical shelters are being installed. Working on Well 20 now.
3. Residential meters for replacements will be here this week.
4. WSDOT round about project on Sedgwick and Long Lake received last week for review.
5. Water main flushing is almost wrapped up.
6. Shock chlorination on Well 20 and Well 17. Shows improvement.
7. Motor for Salmonberry Booster 1 has been rebuilt by Red's Electric.
8. Sewer flow meters are installed almost complete.
9. Three spare pumps for sewer stations will be ordered; Ridgeline, Villa, and Blueberry.
10. Two vehicles have been ordered.
11. Received specs and bid sheets for Well 16 and 11 rehabilitations. Sent over information for Well 14 rehab.

Water Production: Through January

- 2023- 40,573,000
- 2024- 45,411,000
- 1.46-million-day avg.

Rain Gauge:

- 2023- 6.34
- 2024- 9.63

Difference- 3.29" more than last year

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Billed consumption 37m gallons, reduced 7%.
- January revenues - Water \$378K, up 6%; Sewer \$463K, 19% increase due to rates and account increase and billing accounts increased. No new ERU added.
- We final billed 21 accounts.
- Sent out 188 past due letters, 15 accounts were shut off.
- January billing went smoothly and no complaints from customers about rate increase. Customer service is working with crew to make a meter change out procedure utilizing work orders in VueWorks. We tested a few this week and will have a training next Wednesday.
- Continue working on year end tasks. Completed District projects, capitalized and depreciation are done. The goal is to complete all adjustments so we can close the books at the end of this month.

- W2s were sent out. Employees can review W4 and DCP options to adjust them during tax season.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

Notice of Conflict SE Sedgwick Road - Awaiting station location plan sheet to determine what work will need to be accomplished for the project. The scheduled timeline for the project is undetermined but is identified as January 2025 for contract advertisement within the Utility Conflict Letter.

PWB Awards: Met with Kitsap County on January 30th regarding the Lund Avenue Roundabouts. One of the takeaways from the meeting was the scheduling of the projects. Kitsap County has identified that the following projects will be broken out by year as follows:

- Harris Road SE Construction in 2025
- Hoover Ave SE Construction to begin in 2026 and
- Chase Road SE begins in 2027.

The following project costs were identified on the application for PWB Loans for each of the project segments in 2024 dollars.

Harris Road SE \$410,429

Hoover Avenue SE \$560,920

Chase Road SE \$325,738

- Concerns:
 - Timing of the projects.
 - Loss of performance incentives.
 - Uncertainty of the full scope of the projects. Stormwater, curbs gutter, and sidewalks were not initially discussed as part of the project along the Lund Corridor.
 - 60 months to complete the PWB contract.

To receive Construction Contract Performance Incentives, the District must submit the Certified Project Completion Report within thirty-six (36) months, or forty-eight (48) months of the date of the contract.

Applicants awarded a Public Works Board contract must return an executed contract within six months of receipt. Recommend we wait until we have at least a 60% set of plans of the project before entering into the contract for the Lund Avenue Roundabouts.

Report:

WASWD 2024 Spring Conference

April 16th – 18th at the Tulalip Resort Conference Center.

The District has currently advertised four of the planned Well rehabilitation Projects.

Staff continue to work on other requests for proposals for the 2024 planned projects.

- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system continues.

- Meeting with HDR Engineering on Thursday to discuss Fish Barriers Project on Hwy 166.

SKWRF NPDES Permit: The analytical information for nutrients has been received by SKWRF. The Board previously indicated a desire to schedule a work study session to go over the permit. I recently completed charts showing the current capacity status values for NPDES Permitted items which includes nutrient data from 2022 and 2023.

The city has requested the WSUD Board consider scheduling the Sewer Advisory Committee meeting to earlier in the day in lieu of the 6:30 pm start time. Tentatively, a date of February 27 (Tuesday) has been entertained for the meeting. The time has not been set. However, I would recommend an afternoon time frame to the city if the 27th is acceptable to the Board.

COMMISSIONERS' REPORTS

Commissioner Hart discussed the meetings he had attended. Commissioner Way and Commissioner Lundberg had nothing to report.

EXECUTIVE SESSION

No executive session requested.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:43 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