

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, February 21, 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.

**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, Cost of Service Model for Rates

GM Randy Screws asked the Board if they want him to look into potential new models for sewer rate structures and their effects. With a variety of factors such as number of lift stations utilized, grinder pumps, ADUs, etc. alternative models may increase equitability for individual ratepayers. The Board indicated they do want research done in this area.

Resolution 1126-24, Accepting the PWB Loan, Powell Booster Pump Station

Passed 3-0

Resolution 1127-24, Well 16 Rehabilitation Contract Award

Passed 3-0

Resolution 1128-24, Well 11 Rehabilitation Contract Award

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 a new one has been issued.
- Currently working on the Industrial Stormwater General Permit renewal.
- Leachate discharge to the plant from Waste Management began Monday, January 15<sup>th</sup>, and lasted four weeks. Currently awaiting driver logs.
- OIT Position. We posted for an Operator in Training position per the 2024 approved budget and SAC approval. We received numerous applications and held interviews last Thursday. It was a great pool of applicants. We are attempting to schedule a second interview with some applicants next week. Since the luck of filling the Lead Operator position was unsuccessful, and since it was approved and budgeted, I would like to proceed with the hiring of two OITs to fill the positions, pending our second round of interviews.

### 2023 Load Bank Replacement

- Load bank project update. Load bank installation will begin Thursday, February 22<sup>nd</sup>, with a completion date set for Monday, February 26<sup>th</sup>.

### 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. I received one quote so far and am reaching out for more.

#### 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:

### CIP - Powell Booster Station Engineering

- 100% Plans are completed.
- Should be going out shortly now.

### Olney Sewer Replacement

- Engineering contract has been signed with WSE.
- Received updated engineer's estimate with manhole changes: \$1,162,056.28.
- I have written up the RFP. Waiting for taxes to be updated on the engineer's estimate.

### Crew:

1. Well 22 VFD has been ordered and should be shipped on February 26<sup>th</sup>.
2. Four new chemical shelters are installed. Electrical is being worked on now.
3. Residential meters for replacements will start back up soon.
4. WSDOT roundabout project: I sent over sewer as-builts for that area.
5. Water main flushing is completed.
6. Motor for Salmonberry Booster 1 has been rebuilt by Red's Electric. Waiting for the new motor from Hurley.
7. Only the sewer flow meter install at Grandridge is left. Need a valve installed, the closest one is 1,600 feet away. Erik and Ian are going through them and calibrating them.
8. Three spare pumps for sewer stations will be ordered: Ridgeline, Villa and Blueberry. Received Ridgeline but they sent the wrong pump.
9. Two vehicles have been ordered. Estimated delivery date in April.
10. Received one bid each for Wells 11 & 16.
11. Well 14 and 17 bid opening on February 27<sup>th</sup>.
12. Attended the ERWOW conference. It was a good conference.

### **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- This month we sent 126 past due letters, 11 accounts were shut off, and 1 lien was filed.
- As of today, there are 34 accounts with a 90-day past due balance totaling \$16K.
- I continue to work on year end. 2023 invoices should all be in. Currently working on pension liability calculation according to DRS report. This is the last part for the 2023 year-end adjustments.
- Discussing staff adjustments to be more effective.

### **GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

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.
- Met with HDR Engineering on February 8<sup>th</sup> to discuss Fish Barriers Project on Hwy 166.
- Currently working on the 5<sup>th</sup> set of well rehabilitation bid documents for publication.

### 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 NPDES and Nutrient permit. A study session to review can be scheduled anytime the Board desires to review the information.

Plant Tour

An invite was sent out for a tour of the SKWRF as requested by a council person from the city. The tour is scheduled for March 5<sup>th</sup> at 3:30 pm. The Board has been provided with an invitation via email. I will properly publish the meeting under the requirements of the Open Public Meetings Act in case any Board members would like to attend.

The Sewer Advisory Committee Meeting for February 27<sup>th</sup> has been cancelled. The city has tentatively provided a date of March 19<sup>th</sup> for the rescheduled meeting. Confirmation of the date and time has not been firmed up yet by the City.

SKWRF OIT Candidates: Two candidates will be interviewed for a second time.

WSUD Trainee: an interview is scheduled for a potential candidate.

**COMMISSIONERS' REPORTS**

Commissioner Hart discussed the meetings he had attended, including a tech seminar and discussion regarding PFAS. Commissioner Lundberg asked about the schedule for various fish barrier projects, GM Randy Screws relayed the most recent information from WSDOT. Commissioner Way had nothing to report.

**EXECUTIVE SESSION**

No executive session requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 2:36 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