

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, March 6, 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
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 February 21, 2024
2. Approval of Vouchers WSUD #32091 through #32123 in the amount of \$49,445.57
3. Approval of Vouchers SKWRF #17856 through #17867 in the amount of \$47,525.78

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 1129-24, Amending the 2024 Budget, Water Utility Capital Outlay Allocation
Passed 3-0

Resolution 1130-24, Confirming the Hiring of Utility Specialist Trainee, Corey Carter
Passed 2-1

Resolution 1131-24, Confirming the Hiring of SKWRF Operator Trainee, Hansen Blossey
Passed 2-1

Resolution 1132-24, Step Increase, WSUD Employee
Passed 3-0

Resolution 1133-24, Rejection of Bids for Cleanout and Redevelopment of Well 14
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

General Updates

- The NPDES Permit renewal is in process. We will continue to operate under our current permit until a new one is issued.
- Currently working on the Industrial Stormwater General Permit renewal.
- OIT Position: We want to hire one person and are still interviewing for the remaining spot.
- We had a plant tour at the SKWRF yesterday with the city and the District.

2023 Load Bank Replacement

- Load bank project update: The load bank has been installed with some control work to finish tomorrow.

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 have received one quote so far and have contacted two others for bids.

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, received one quote. We will need to go out to bid on this project.

OPERATIONS MANAGER'S REPORT

Operation Manager John Tapia reported:

Powell Booster Station Engineering

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

Olney Sewer Replacement

- An engineering contract has been signed with WSE.
- Received updates 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 VFD has been ordered and should be here in a couple of weeks.
2. Four new chemical shelters are installed, electrical work continues.
3. Replacement of residential meters is starting back up.
4. WSDOT roundabout project: I sent over sewer as builds and shape files for that area.
5. We had three manhole asphalt repairs done yesterday.
6. The motor for Salmonberry Booster 1 has been rebuilt by Red's Electric. Waiting for the new motor from Hurley, delivered next week possibly.
7. The sewer flow meter installed at Grandridge is left. Inserta valve going in on the 28th. The closest one is 1,600 feet away.
8. Three spare pumps for sewer stations will be ordered: Ridgeline, Villa, and Blueberry. Received Ridgeline correct pump.
9. Two vehicles were ordered, still sounds like there will be an April delivery date.
10. Received one bid each for Wells 11 and 16.
11. Well 18 rehab is advertised now. Bids close on the 12th.
12. Old TV Van is at auction.

Water Production: Through February

- 2023- 75,610,000 gallons
- 2024- 85,036,000 gallons
- 1.37-million-day avg.
- 39,625,000 gallons in February

Rain Gauge:

- 2023- 9.24"
- 2024- 15.27"
- Difference- 6.03" more than last year

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Billed 37-million-gallons of water in February, which was a 22% increase from February 2023.
- February Revenues - Water \$378K, 20% increase; Sewer \$477K, 2% up and no new ERU.
- Processed 14 final billed accounts.
- Customer Service worked with operation department to utilize work orders in VueWorks to make meter setup procedure paperless and easy to track.
- All adjustments including pension liabilities were completed. Closed year 2023 books. Will start working on financial statements for annual report after reconciling February books.

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.
- Working on completing updates to the Powell Booster Pump Station documents with HDR Engineering to begin the process of putting the project out to bid.
- Continuing to work on the 5th set of well rehabilitation bid documents for publication.

COMMISSIONERS’ REPORTS

Commissioner Hart and Commissioner Way discussed attending the Plant tour. Commissioner Lundberg had nothing to report.

EXECUTIVE SESSION

The Board entered into a 5-minute Executive Session with GM Screws and John Tapia at 1:58 p.m. Executive Session ended at 2:03 p.m. with action taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:04 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