

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, March 20, 2024, at 1:00 p.m.

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

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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**

None

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of March 6, 2024
2. Approval of Vouchers WSUD #32124 through #32174 in the amount of \$112,731.61
3. Approval of Vouchers SKWRF #17868 through #17890 in the amount of \$69,428.10
4. Approval of March Payroll in the Amount of \$209,421.99

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 1135-24, Contract Award, Well 18 Cleanout and Redevelopment, Holt Services, Inc.  
Passed 3-0

Resolution 1136-24, Amending Public Record Policies and Procedures  
Passed 3-0

Resolution 1137-24, Equipment Purchase, Grit Pump for the SKWRF  
Passed 3-0

**STAFF REPORTS**

**PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

#### General Updates

- The NPDES Permit renewal is in process. SKWRF will continue to operate under the current permit until a new one is issued.
- Currently working on the Industrial Stormwater General Permit renewal.
- Plant tour at the SKWRF last Monday with the Dept. of Energy Services and McKinstry. The purpose is to look for renewable energy projects.

#### Load Bank Replacement

- The new load bank has been installed and online since February 29<sup>th</sup>.

#### Nutrient General Permit

- SKWRF continues awaiting a decision on in-house accreditation from D.O.E. for nutrient testing.

#### Electrical Switch Gear Replacement

- SKWRF received two quotes for this project and are awaiting a third. This project looks to come in under budget, with a 20-week lead time on the switch gear.

#### Grit Pump Replacement

- SKWRF sought multiple quotes and received three for procurement of a Grit Pump. SKWRF received three quotes and has selected to move forward with the purchase pending Board approval.

#### Fine Screen Replacement

- Manufacturers' representatives have made site visits to determine initial costs, with budgetary estimates provided coming in over \$200,000. SKWRF will provide for a competitive bid process for the equipment due to the anticipated costing. The approximate lead time on delivery of fine screens is 50 weeks, so this project is looking to go into next year.

Commissioner Hart asked about nutrient testing lead times as that had been an issue in the past. Plant Manager Marty Grabill explained the SKWRF has been utilizing Water Management Services and has been happy with the results. Commissioner Lundberg asked about the timeline for D.O.E. accreditation, there is no update with a set timeline yet.

### **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 updates Engineers estimate with manhole changes: \$1,183,592.43.

- Currently reviewing the updates.

#### Well Rehabilitations

- Well 16 Holt Services- \$192,100.00. Contractor indicated they will begin work soon.
- Well 11 Holt Services- \$221,100.00. Coordination will occur with Well 14 Rehabilitation work.
- Well 18 Holt Services- \$214,100.00. Contractor will be notified of Contract Award.
- Well 14 Bid Opening: April 1<sup>st</sup>
- Well 17 Bid Opening: April 1<sup>st</sup>

#### Crew

1. Well 22 VFD: Taurus Power and Controls is waiting on two more parts which will be shipped in 2.5 weeks.
2. Crews working on “spring cleaning” on our mission dialer systems.
3. Replacement of residential meters continues.
4. Well 19 had some damage to the fence that will need to be repaired.
5. The motor for Salmonberry Booster 1 has been rebuilt by Red’s Electric. Received the rebuilt pump from Hurley Engineering on Monday.
6. Sewer flow meter install at Grandridge: Inserta valve is still planned on going in on the 28<sup>th</sup>. The closest one is 1,600 feet away.
7. Three spare pumps for sewer stations will be ordered: Ridgeline, Villa and Blueberry. No updates on Ridgeline or Villa pumps.
8. Two vehicles ordered, still sounds like there will be an April delivery date.
9. Rebuilding fluoride hoppers at out sites.
10. Crew had TMG provided training on rebuilding of chlorine regulators.
11. Surplus property TV Van sold for \$45,000 at auction.
12. Utility Specialist Trainee Darryl Boco will begin CDL training starting 4/8/24 and ending 5/3/24.

#### **FINANCE MANAGER’S REPORT**

Finance Manager Joy Ramsdell reported:

- As of yesterday, we have 36 past due accounts with a total balance of \$27k.
- We sent out 131 shut off notices and had 7 accounts shut off, and 7 liens filed.
- Staff discovered and fixed an error on a past-due batch which impacted over 600 accounts.
- Currently working on the Treatment Plant annual report. The three district financial statements have been completed.

#### **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.
- Work continues on capital project preparation for RFP’s.

- Work continues on updates to the Powell Booster Pump Station documents with HDR Engineering to begin the process of putting the project out to bid. Public Works Board has approved our submitted advertisement language for the project.
- PWB Board potential Award of the Bethel Corridor main replacement is being reconsidered. General Manager Screws indicated he has been informed the PWB will be issuing an award letter to the District for the Project.
- The regularly scheduled Board Meeting for April 17th (16th through 18th) conflicts with the WASWD Conference. A request for the Board to consider rescheduling the meeting from Wednesday, April 17th to Monday April 15th?
- Request to the Board to bring your electronic devices when attending Board Meetings. The Board was informed that to ensure that the devices are up to date with security patches and antivirus software. Also, staff are exploring other methods to provide a display of meeting items directly to your devices.
- General Manager Screws requested an open discussion pertaining to “at will employment” with current policy. The Board accommodated the discussion with no action taken.

### **COMMISSIONERS’ REPORTS**

Commissioner Way requested the June 5<sup>th</sup> meeting be moved to June 12<sup>th</sup>, as she will be traveling at that time. The Board decided to keep the current schedule with Commissioner Way attending via Zoom, after being advised by legal counsel that Zoom is considered regular attendance. Commissioner Lundberg asked for an update on a meter installation at the Fire District #7 training facility. GM Screws replied that the main relocation required for that project is in the 2024 Capital Plan. Commissioner Hart had nothing to report.

### **EXECUTIVE SESSION**

### **ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:51 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

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Susan Way  
Chairperson

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James Jay Hart  
Vice-Chairperson

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Jerry Lundberg  
Secretary