

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, April 3, 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  
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 March 20, 2024
2. Approval of Vouchers WSUD #32175 through #32204 in the amount of \$87,480.27
3. Approval of Vouchers SKWRF #17891 through #17903 in the amount of \$44,255.22

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 1138-24, Contract Award, Pat Hall Construction, Inc., Well 20 Site Clearing  
Passed 3-0

Resolution 1139-24, Confirming the Hiring of SKWRF Operator Trainee, Lorenzo Determan  
Passed 2-1

Resolution 1140-24, Contract Award, Legacy Power Systems, LLC., SKWRF ATS  
Passed 2-1

Resolution 1141-24, Contract Award, Holt Services, Inc., Well 14 Rehabilitation  
Passed 3-0

Resolution 1142-24, Contract Award, Holt Services, Inc., Well 17 Rehabilitation  
Passed 3-0

Resolution 1143-24, Authorizing Equipment Purchase, Water Meters, H.D. Fowler Company  
Passed 3-0

Resolution 1144-24, Step Increase, WSUD Employee  
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.
- Submitted the Industrial Stormwater General Permit renewal NOI.
- We had a plant tour at the SKWRF last Friday for home schooled kids and their parents. It went great.

#### Nutrient General Permit (2022)

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

#### 2024 Projects

##### CIP Electrical Switch Gear Replacement

- Received two competitive quotes from four contractors contacted using the MRSC Roster. Proceeding with contract, pending Board review and approval. Unit is in stock.

##### CIP Grit Pump Replacement

- Placed order for grit pump on 3/21. The grit pump lead time is 20 weeks.

##### CIP Fine Screen Replacement

- Received two quotes. Met with an engineer from Jacobs on 3/27. Awaiting engineering estimates to proceed. This will need to go out to bid. Lead time on both fine screens is 50+ weeks.

##### CIP Blower Replacement/Aeration

- Met with engineer on 3/27, awaiting engineering estimates to proceed.

##### CIP Asphalt Structure Modifications

- We did have a contractor on site to provide bids for concrete repairs. We have received one bid so far.

## **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

- Received updates Engineers estimate with manhole changes: \$1,183,592.43.
- HDR is revising and prepping for RFP now.

Madrona Water main relocation

- Preparing maps for the project to go to engineering.

Well Rehabilitation's

- Well 16 Holt Services- \$192,100.00. Started pumping and bailing.
- Well 11 Holt Services- \$221,100.00. Started pumping and bailing.
- Well 18 Holt Services- \$ 214,100.00. Ready to begin.
- Well 14 Holt Services- \$ 179,450.00. sending NTP
- Well 17 Holt Services- \$ 229,100.00. sending NTP

Crew:

1. Well 22 VFD, Taurus is waiting on the filter. It is scheduled to ship April 8th.
2. Inserta valve installed at Grandridge lift station. A flow meter can now be installed.
3. Residential meters for replacements continue.
4. The motor for Salmonberry Booster 1 has been rebuilt by Red's, pump rebuilt by Hurley. Installed and running great.
5. Well 16 rehab: \$192,100.00 bid by Holt Services. Project has begun, 3 weeks is the planned length. I notified the sheriff to let the homeless know they need to be cautious walking through the construction zone.
6. Three spare pumps for sewer stations were ordered- Ridgeline, Villa, and Blueberry.
7. New District truck just arrived yesterday. On call vehicle has been ordered. No exact delivery date yet.
8. Well 20: contracts for land clearing, fence installation and rehabilitation projects have started.
9. Crew had TMG do some training on rebuilding our chlorine regulators.
10. Darryl will be doing his CDL training starting 4/8/24 and ending 5/3/24.
11. Re-quoting generators for Well 22 and Well 1.

Water Production: Through March

- 2023- 113,790,000
- 2024- 125,582,000
- 1.3-million-day avg.
- 40,546,000 in March

Rain Gauge:

- 2023-11.93
- 2024- 19.87
- Difference- 7.94” more than last year

### **FINANCE MANAGER’S REPORT**

Finance Manager Joy Ramsdell reported:

- Billed 39 million gallons of water in March which was an 18% increase from March 2022.
- March Revenues: water was \$396k, up 15%, sewer was \$471k, 8% increase from last year and added 2 ERUs.
- Processed 28 final bills and 145 meter change work orders.
- Implement and train staff on work orders in VUEworks.
- Working on SKWRF annual report.

### **GENERAL MANAGER’S REPORT**

General Manager Randy Screws reported:

- June 19<sup>th</sup> Board Meeting occurs on a Holiday. Request that the meeting be moved to Tuesday June 18<sup>th</sup> at 3:00.
- Provided sheet for Capital Project Status.
- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City’s sewer system continues.
- Work continues 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. Revised bid documents and an agreement for services should be provided to the District by the end of the week.

### **COMMISSIONERS’ REPORTS**

Commissioner Hart and Commissioner Way discussed attending the SAC Meeting and Commissioner Hart also attended WASWD and Section 2 meetings. Commissioner Lundberg had nothing to report.

### **EXECUTIVE SESSION**

The Board entered into a 5-minute Executive Session with GM Screws and John Tapia at 1:10 p.m. Executive Session ended at 1:15 p.m. with action taken.

### **ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:11 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