

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, April 15, 2024, at 1:00 p.m.

Chairperson: Susan Way (Absent)
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
Michaela Horishige, Accounting Specialist
Jacob Holcombe, GIS/IT Specialist

The meeting was called to order by Commissioner Hart at 1:00 p.m.

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of April 3, 2024
2. Approval of Vouchers WSUD #32205 through #32245 in the amount of \$123,784.86
3. Approval of Vouchers SKWRF #17904 through #17927 in the amount of \$41,674.94
4. Approval of the April Payroll in the amount of \$230,421.40

Commissioner Lundberg moved to approve the items in the Consent Agenda. The motion was seconded by Commissioner Hart; the motion was approved 2-0.

BOARD DISCUSSION/ACTION ITEM

Introduction of Utility Specialist Trainee Corey Carter

Introduction of SKWRF Operator Trainee Hansen Blossey

Introduction of SKWRF Operator Trainee Lorenzo Determan

Resolution 1145-24, Written Finding, Emergency Contract Award, APS, Inc.
Passed 2-0

Resolution 1146-24, Utility Specialist Change of Position, WSUD Employee
Passed 2-0

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.

Nutrient General Permit (2022)

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

2024 Projects

CIP - Electrical Switch Gear Replacement

- Provided contractor with the signed contract. The contractor placed the order for the ATS on 4/10/24.

CIP - Grit Pump Replacement

- Placed the order for the grit pump on 3/21/24. The grit pump lead time is 20 weeks, no further updates.

CIP - Fine Screen Replacement

- 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 3/27/24. Awaiting engineering estimates to proceed.

CIP - Concrete Repairs

- A contractor came on site to bid for concrete repairs. One bid has been received so far.

CIP - Asphalt Modifications for Stormwater

- Two bids were received for stormwater modifications.
- Received an exceedance for copper in the first quarter of this year and will need to take corrective action. The storm drain in question will be the primary focus.

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

- Received updated 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 Rehabilitations

- 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. Has not been started yet.
- Well 17: Holt Services- \$229,100.00. Started rehabilitation.

Crew:

1. Well 22 VFD: Taurus is waiting on the filter. It is scheduled to ship on April 8th.
2. Inserta valve installed at Grandridge lift station. Flow meter can now be installed.
3. Replacement of residential meters continue.
4. Two crews focusing on flushing and TV work orders.
5. Well 17 Video is scheduled for April 15th.
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. There is no exact delivery date yet, no updates.
8. Well 20: Pat Hall started moving in the machines today. Had to advertise with Kitsap County to close the trail.
9. Water main break on Pioneer: Details discussed with the Board.
10. Darryl is attending CDL training until May 3rd.
11. Re-quoting the generators for Well 22 and Well 1.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Sent out 121 past due letters, shut offs will occur this Wednesday.
- As of today, there are 46 past due accounts with a total balance of \$27k.
- Finance filed state and city's Q1 reports.
- The Treatment Plant's 2023 annual report is almost done. Aiming to give it to Randy for review today.
- Customer Service worked with the Operations Dept. to streamline the service request process, making it a paperless and more efficient workflow.

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 RFPs.

- 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. The historical and cultural review for the project is currently with tribes for their input.
- RFP for Well 20 should be complete next week and we will begin the process of advertisements.

COMMISSIONERS' REPORTS

Commissioner Lundberg asked if there is any recourse if State/County/DOT projects are put on hold after the District has already performed necessary work. The question may be posed to legal counsel. Commissioner Hart had nothing to report.

EXECUTIVE SESSION

The Board entered into a 5-minute Executive Session with GM Screws, John Tapia, and Jacob Holcombe at 1:50 p.m. Executive Session ended at 1:55 p.m. with action taken.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:56 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 2-0.

Susan Way
Chairperson

James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary