

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

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

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Attending: Randy Screws, General Manager  
JJ Johnson, Utility Foreman  
Marty Grabill, Plant Manager  
Joy Ramsdell, Finance Manager  
Amber Brooks, Accounting Specialist  
Jacob Holcombe, GIS/IT Specialist

The meeting was called to order by Commissioner Lundberg at 1:07 p.m.

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of April 15, 2024
2. Approval of Vouchers WSUD #32246 through #32281 in the amount of \$175,040.70
3. Approval of Vouchers SKWRF #17928 through #17948 in the amount of \$26,874.35

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

**BOARD DISCUSSION/ACTION ITEM**

Bethel Road SE Main Replacement, Public Works Board Award Letter

Resolution 1147-24, SKWRF Equipment Purchase, Samplers

Passed 2-0

Resolution 1148-24, DEC Acceptance, 2102 Sedgwick Multi-Family Development

Passed 2-0

Resolution 1149-24, Asphalt Modifications Addressing Stormwater Prevention, SKWRF

Passed 2-0

**STAFF REPORTS**

**PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

### General Updates

- Testing and monitoring as required by the NPDES Permit.
- The NPDES Permit renewal is in process. There are no updates.
- Leachate discharge is ongoing again and started back up on April 15<sup>th</sup> for another one-million-gallon discharge. This is expected to continue through this first week of May.

### 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

- Received a Draft Scope from engineers. Submitted comments and returned.

### CIP - Blower Replacement/Aeration

- Met with engineer on 3/27/24. Awaiting engineering estimates to proceed.

### CIP Switchgear Replacement

- Contract signed. ATS ordered.

### CIP - Concrete Repairs

- The concrete job started on Monday with demo. Replacing 65' curb and cracked entry panels. The job should be completed today. There was a concrete pour canceled due to the weather. Still in need of CMU block repairs.

### CIP - Asphalt Modifications for Stormwater

- A job is scheduled to go to the Board today. This would eliminate another stormwater discharge point within the plant.

### SCADA Network Equipment

- In the process of cleaning up the scope for this project and creating an RFP.

## **OPERATIONS MANAGER'S REPORT**

Utility Foreman JJ Johnson reported:

### CIP - Powell Booster Station Engineering

- 100% of the 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. Replacement of residential meters continues.
2. Three spare pumps for sewer stations were ordered: Ridgeline, Villa, and Blueberry.
3. Darryl is attending CDL training until May 3<sup>rd</sup>.
4. Re-quoting the generators for Well 22 and Well 1.

**FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- April consumption was 34 million gallons, almost the same as April 2023. Sewer revenue was \$476K, 9% up. Water revenue \$367K, 10% up, both added 10 new ERU.
- Sent out 121 final letters for shut off and 3 accounts were shut off. Processed 38 final billings and there are a total of 9 accounts that are liened.
- Sewer ERU calculation for SKWRF budget was completed, 177 added.
- Customer service staff have been sending meter change out letters, but as the information is on the website and customer bills, they will no longer send letters out.
- Sending service requests electronically and cleaning up old service requests in Springbrook.
- Amber has been working on resolution files and old projects to file and scan.
- Set up three new employees with Kitsap County.
- Q1 reports including City of Port Orchard's utility tax were filed.
- Finance staff are updating the annual risk pool asset list with the department's help.
- The Plant's annual report draft is done, and Randy is reviewing. Continue working on the District's annual report.

**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.
- Well 20 RFP is in process of advertisements.
- Completed the agreement with HDR Engineering for the bidding phase of the Powell Booster Pump Station project. The historical and cultural review for the project has been completed. An unanticipated find plan for the project has been completed and submitted. PWB will collaborate with the tribes for their input and approval. We plan to advertise the project this month once all bid documents are updated by HDR Engineering, which is anticipated to be completed by the end of next week.
- The General Sewer Plan is nearing the point of Engineering Contract being brought to the Board for award.
- Informed Board of expiring Employment Agreement.

**COMMISSIONERS' REPORTS**

Commissioner Hart discussed that he attended the WASWD Conference. Commissioner Lundberg and Hart had nothing to report.

**EXECUTIVE SESSION**

No executive session requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:40 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