

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

April 4, 2022
3:00 PM

AGENDA

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of March 21, 2022
2. Approval of Vouchers WSUD #30420 through #30440 in the amount of \$36,186.91
3. Approval of Vouchers SKWRF #16898 through #16914 in the amount of \$3,379.44

BOARD DISCUSSION/ACTION ITEM

1. Ms. Cindy Nguyen and Mr. Le Viet Hoai, Regarding Settlement Agreement 3782 Beach Drive
2. Board Discussion, Resolution 880-20, Emergency Declaration
3. Update, Well 1 & 5 Site Area, Veterans Park
4. Resolution 1003-22, Contract Award Iron Horse, LLC., Sewer Relining Project
5. Resolution 1004-22, Declaring Surplus Property, SKWRF
6. Resolution 1005-22, Declaring Surplus Property, WSUD
7. Resolution 1006-22, Declaring Surplus Property, WSUD Vehicles
8. Resolution 1007-22, DEC Acceptance, Geiger Road Plat, Richmond American Homes
9. Resolution 1008-22, Step Increase WSUD Employee
10. Resolution 1009-22, Step Increase WSUD Employee
11. Resolution 1010-22, Step Increase SKWRF Employee

STAFF REPORTS

1. Plant Manager
2. Operations Manager
3. Finance Manager
4. General Manager

COMMISSIONERS' REPORTS

EXECUTIVE SESSION

Executive Session may be scheduled to discuss District personnel performance (RCW 42.30.110 (1) (g)) and/or pending litigation (RCW 42.30.110 (1)(i))

FUTURE MEETINGS

April 18	Regular Board Meeting
May 2	Regular Board Meeting
May 16	Regular Board Meeting
May 18	Sewer Advisory Committee Meeting (Venue Pending)

Executive Sessions may be scheduled as needed for personnel, legal and other similar matters.

The Board may add and take action on other items not listed on the agenda

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Microsoft Teams (Virtual Meeting)
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday March 21, 2022 at 3:00 p.m.

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

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Ken Bagwell, Attorney
Amber Brooks, Accounting/Office Assistant

The meeting was called to order by Commissioner Lundberg at 3:02 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of March 7, 2022
2. Approval of Vouchers WSUD #30389 through #30419 in the amount of \$85,418.32
3. Approval of Vouchers SKWRF #16873 through #16869 in the amount of \$26,298.61

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 3-0.

BOARD DISCUSSION/ACTION

Discussion: Reminder that the April 4th meeting will be in person.

Discussion: GM Screws informed the Board that Mr. Hoai and Mrs. Nguyen, joint owners of two parcels of property on Beach Drive will be attending the April 4th Board Meeting. The property owners are seeking consideration for a possible extension of time in regards to a requirement identified within a settlement agreement entered into with the previous property owner, Mr. Clayton Longacre at 3782 Beach Drive E. The conditions recorded on the deed of the property are for sanitary sewer corrective measures required within one year of purchase of the property in which ownership transferred in November of 2021.

Discussion: GM Screws noted that some Covid-19 restrictions have been lifted and recommended the District provide an appreciation luncheon for staff as Covid restrictions had eliminated these type of activities.

Discussion: GM Screws reiterated to the Board the speed at which the Operations Crew were able to replace a segment of sewer main on Retsil Road. Prior to acquiring some of the equipment that has been purchased over the last few years, this type of work would have taken approximately five days. Staff were able to reduce the time taken by having proper equipment down to two days. Including paving work. Also there were not any complaints from customers regarding the imposition on property owners in the area.

Update, Well 1 & 5 Site Area, Veterans Park
Everything is still doing well.

Resolution 997-22, DEC, Brixx Development, LLC., Overlook Apartments Phase II
Passed 3-0

Resolution 1002-22, Richmond American Homes of Washington, Emelia Landing Plat
Passed 3-0

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

PSE Conservation Grant Agreement (2021-2023)

- Continues work with PSE on Conservation Grant Agreement.
- Year one of three completed February 02, 2022.
- Workshop 2022 to begin shortly with the first one on April 07, 2022 of this year.
- Working on Grant funding for 2023 capital project for Annox mixer replacement.

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on the Sharples replacement.
- WSUD approved Investment Grade Audit on February 7, 2022.
- DES provided Funding Authorization on February 14, 2022.
- Engineer report sent to DOE March 11, 2022.
- March 17, 2022 DOE approved Engineering report verbally. Awaiting official approval from DOE.
- Engineering currently started working on design.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Applied for Grant funding through Department of Ecology Nutrient Permit Grant Program to assist with some of the new requirements of the new GNP, no updates on that.
- Submitted 1st monthly sample for GNP. Quarterly sampling postponed.

PSE Conservation Grant Agreement (2021-2023)

- Working with the City and District on the Industrial Users Survey, no updates.
- Outfall inspection in the works, no updates.

OPERATIONS MANAGER REPORT

Operations Manager John Tapia reported:

CIP-South Park Main replacement

- Our final comments are with WSE.
- Possible conflict with storm culvert, no updates.

Powell Booster Station Engineering

- Addendum for project received. This is for offsite pipe abandonment and upsizing.

Sedgwick Water Main/Culvert Project

- We have been notified by WSDOT and Fisheries that the water main is in conflict with a new fish stream crossing culvert.
- Project is ready to be sent out for bid.

Eisenhower Main Replacement

- Engineers' estimate came in at \$390,000.00.
- Prepping project for bid.

Fircrest/Mile Hill Main Replacement

- Project is being reviewed.
- 2" galvanized to be replaced.
- Possible development going in, it may change the scope of the project.

Olney Sewer Replacement

- HDR Engineering estimate came back high.
- Sent to WSE for review. Will start when other projects are returned to us, no updates.

Well 21 Pump and Motor Replacement

- We are running Hokkaido's pump and motor to obtain more data.
- First part of April for completion.
- Waiting for report from WSE on what they found and recommendations.

Pipe Line Project on Madrona

- Posted in the newspaper for bids.
- Bids received and under review.

CREW:

1. St. Vincent De Paul project will happen after the rain, around late March.
2. Upper gradient flushing continues.
3. Setting up the new boom truck.
4. 4 repair patches have been completed.
5. Water meter replacement continues.
6. Crew repaired sewer main on Retsil.

FINANCE MANAGER REPORT

Finance Manager Joy Ramsdell reported:

- March payroll went smoothly with the county having a new spreadsheet. New staff has gained access to county to help with the work load.
- IRS sent \$6,300.00 Covid credit refund.
- As of today there are 77 past due accounts in the amount of \$52K from March shut offs.
- Needing data for the SKWRF permit fee assessment and WASAD fee estimate.
- Continuing to work on the plant annual report.

GENERAL MANAGER'S REPORT

General Manager Screws reported:

- Work continues on restructuring of the District Developer permitting process.
- Work continues on reviewing and updating the website.
- Continue working with HDR on completion of the Water System Plan FCS Group on the Rate Study. These projects are in the later phases and will be completed in the near future.
- Staff continues to review applications for the Utility Specialist Trainee position.
- Continuing to review and modify the District FOG policies.
- Awaiting determination from L&I in regards to reducing the cost for reclassification of some risk class.

COMMISSIONER REPORTS

Commissioner Lundberg, Commissioner Way had nothing to report. Commissioner Hart attended an online Technology Water meeting.

Adjourn

Commissioner Hart moved to adjourn the meeting at 3:33 p.m. The motion was seconded by Commissioner Way; motion was approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 880-20**

A RESOLUTION OF THE WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS DECLARING AN EMERGENCY AUTHORIZING THE GENERAL MANAGER TO TAKE ALL NECESSARY ACTION TO ENSURE THE HEALTH AND SAFETY OF EMPLOYEES AND THE PUBLIC, WAIVING CERTAIN CONTRACTING AND BUDGET REQUIREMENTS, AUTHORIZING STAFF TO IMPLEMENT EMERGENCY PURCHASING REQUIREMENTS, AND TO TAKE OTHER STEPS IN RESPONSE TO THE EMERGENCY.

WHEREAS, the world is currently experiencing a novel coronavirus (“COVID – 19”) outbreak; and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness and death, is caused by a virus easily spread from person to person; and

WHEREAS, On January 31, 2020 the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) commencing January 27, 2020; and

WHEREAS, the Washington State Department of Health has confirmed the localized person-to-person spread of COVID-19 in Washington State, significantly increasing the risk of exposure and infection to Washington State residents and creating an extreme public health risk; and

WHEREAS, on February 29, 2020, Governor Jay Inslee proclaimed that a State of Emergency exists in all counties in Washington State, and directed state agencies and departments to use resources and to do everything reasonably possible to assist affected political subdivisions in an effort to respond to and recover from the outbreak; and

WHEREAS, on March 9, 2020, Kitsap County Commissioners proclaimed an emergency within Kitsap County due to COVID-19; and

WHEREAS, the District’s employees are its most important asset and the District is not able to perform its essential public service without employees who are ready and available to perform their job duties; and

WHEREAS, The Board has determined that it is necessary for the District to take action authorized under the State Law, including, but not limited to RCW 39.04.

NOW THEREFORE:

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. There is an emergency caused by COVID-19 in the area served by West Sound Utility District.

Section 2. The General Manager is hereby authorized to take any appropriate and legal action to ensure health and safety of employees and the public.

Section 3. The General Manager is authorized to declare that an emergency exists as defined by RCW 39.04.280 (3), waive competitive bidding requirements, and award necessary contracts in order to purchase goods and services necessary to address the COVID-19 emergency.

Section 4. The General Manager may, within applicable legal requirements:

1. Require all employees to be sent home and not allowed to return to work until directed by the General Manager or his/her designee, except those employees necessary to maintain critical business functions of the District,
2. Review an employee's individual circumstances who has a credible suspicion of either having contracted Covid-19 or having been potentially exposed directly or indirectly to Covid-19 and make a determination as to whether the employee could pose a related risk, and if so, such individual may be prohibited from coming to District facilities until authorized by the General Manager to return to work; and
3. Establish a limited duration supplemental leave program, over and above existing policies, to ensure employees and their families are cared for and that critical knowledge and skills are retained for the benefit of the District and the public.

Section 5. These powers will be exercised in light of the exigencies of the situation without regard to time-consuming procedures and formalities prescribed by State statutes and rules, or by District Policy (except for mandatory constitutional requirements).

Section 6. District staff are authorized under the direction of the General Manager to take whatever action is determined to be appropriate to respond to the emergency conditions.

Section 7. The General Manager shall prevent any water shut-offs for non-payment of fees during this emergency. Further, the General Manager shall waive all late fees while this emergency exists.

Section 8. In the event it becomes necessary to protect the District from a disruption of a continuity of government, the General Manager shall be authorized to serve as a commissioner if an insufficient number of commissioners are available pursuant to RCW 42.14.

Section 9. The General Manager shall make provision to allow for Commissioners to attend meetings telephonically.

Section 10. The Board of Commissioners declare that the actions authorized by this Proclamation are necessary to avoid an imminent threat to the public health or safety, to prevent an imminent danger to public and private property, and these actions must be taken within an appropriate time to respond to the emergency.

Section 11. The General Manager is directed, as soon as practicable, to advise and consult with the Board of Commissioners with respect to all actions taken under the authority of this Proclamation. Any contract entered into under the authority of this Proclamation will be presented to the Board of Commissioners at the earliest practical time for review and appropriate legislation.

Section 8. This Proclamation will take effect upon adoption, and will remain in effect until rescinded by the Board of Commissioners.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Special Board meeting on March 23, 2020.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1003-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
AUTHORIZING THE AWARD OF A
SEWER MAIN RELINING SMALL WORKS CONTRACT
WITH IRON HORSE, LLC.**

WHEREAS, the District’s 2022 Sewer Capital Improvement budget contains funding for pipe relining repair work in order to reduce infiltration, inflow and root intrusion; and

WHEREAS, the District has identified in the Sewer Capital Improvement Plan areas that are in a priority need of addressing; and

WHEREAS, District staff has sought bids for such pipe relining services from at least five companies on the MRSC Roster who indicated capability of performing the kind of work to be contracted, made proper notice in a local newspaper of general circulation and was able to secure quotes from four contractors with Iron Horse, LLC. being the lowest responsible bidder; **NOW, THEREFORE,**

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The Board approves the attached contract (Exhibit “A”) for the relining of sewer main and manholes as identified in Iron Horse, LLC., UV CIPP Estimate Summary (Attachment “A”) in the amount of \$157,316.00, plus state sales tax in the amount of \$14,158.44 for a total amount of \$171,474.44. The Board further authorizes the General Manager, on behalf of the District, to execute a contract with Iron Horse, LLC.; and to approve amendments to the Contract or change orders in an amount not to exceed 20% of the Contract amount provided the changes are: a) within the scope of the project, b) consistent with the bid process; and c) executed in writing to execute such contract with Iron Horse, LLC.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on April 4, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

SMALL WORKS CONTRACT

Parties: WEST SOUND UTILITY DISTRICT &

THIS IS AN AGREEMENT entered into between West Sound Utility District, a Washington State Municipal Corporations, hereinafter called "District," and _____, hereinafter called "Contractor."

Pursuant to its resolutions and procedures, the District has determined the Contractor to be the lowest responsible bidder to perform the services hereinafter described. The purpose of this document is to set forth the specific terms of the parties' agreement in writing.

NOW, THEREFORE, in consideration of the foregoing recitals and the promises and covenants of the parties hereinafter set forth, they agree as follows:

1. Services to be performed by Contractor. The services to be performed are identified in the attached plans and specifications, referred to as Attachment "A" which by this reference is incorporated herein. In performing its work, the Contractor shall supply all necessary labor and materials to fully and completely finish the work called for herein.

2. Payment for Services. The total payment from the District to the Contractor for the work to be performed by the Contractor as described herein shall be **the total sum of \$ _____ plus applicable Washington State sales tax.** Payment of this said amount shall be due and owing within forty-five days of the completion of the work by the Contractor and acceptance by the District. Acceptance shall not be unreasonably withheld.

3. Commencement/Completion of Work. **The contractor shall commence its work for the District on or before _____.** **All work called for herein shall be fully completed by the Contractor on or before _____.**

4. Contractor Representations. The Contractor hereby represents and warrants to the District as follows:

A. Bonding Company and License No. The Contractor is fully licensed, bonded, and in good standing with the State of Washington.

- 1) It's Contractor License Number. with Washington State is _____
- 2) It is currently bonded with the following bonding company to do business in the State of Washington
 - a) Bond No. _____.
 - b) This bond was issued on the ____, day of _____, 20__.

3) In addition to the above, the Contractor is required to provide a Performance Bond and Payment in accordance with the Prevailing Wage regulations prior to the commencement of work.

B. Evidence of Insurance. Prior to performing its construction work, the Contractor shall provide the District with written evidence of insurance covering public liability and property damage concerning the work to be performed. If the total amount of services to be performed by the

Contractor exceeds five thousand and 00/100 dollars (\$5,000.00) the coverage limits for liability shall be not less than as set forth on Attachment "B" entitled "Minimum Requirements for Certificates of Insurance" which by this reference is incorporated herein and made a part hereof.

In the event Attachment "B" is applicable hereto, the Contractor shall be obligated to comply with all terms and specifications set forth therein.

C. Hold Harmless Provision. The Contractor shall indemnify, defend, and hold harmless the District, its engineer, agents, and employees from any and all claims, demands, actions, and/or liabilities of every kind and nature as may be made and/or entered against the Districts, its engineer, their agents, and employees by reason of, or arising out of, the acts or omissions of the Contractor, its agents, or employees, including costs and attorney's fees incurred by the Districts and its agents and representatives in investigating and defending against any such claims in the event of failure of the Contractor to so defend as herein required.

D. Prevailing Wages. Concerning the work called for herein, the Contractor agrees to pay hourly wages to its laborers and workers in accordance with Washington law and specifically in accordance with RCW 39.12.020 dealing with the prevailing rates to be paid on public-works projects. The Contractor represents it is fully knowledgeable concerning the terms of RCW 39.12.020. The first invoice cannot be paid until the District has received the approved Intent to Pay Prevailing Wages. Retainage shall be 5% of each invoice. Retainage cannot be released until the Affidavit of Wages Paid is approved by the State and the Department of Revenue has approved the release of funds.

E. Performance of Work. The Contractor shall perform all work in a good, workmanlike and timely fashion. All materials used by the Contractor in its work shall be of a good or superior quality. In performing its work, the Contractor shall also act in accordance with all applicable local, state, and federal laws and regulations.

F. Warranty. The Contractor represents and warrants that all services and materials used by it in its services for the District shall be completely free of defects for a period of time lasting two (2) years from the date of completion. In the event any defects are discovered within the warranty time concerning the Contractor's services or materials used by it, the Contractor shall promptly cure any said defects.

G. Non-assignment of Obligations. The contractor is hereby prohibited from assigning or in any manner transferring its obligations under this contract to any third party or entity. The Contractor shall be personally responsible for performance of all work and obligations placed upon it hereunder. The person in charge of the Contractor's work hereunder shall be _____, and he/she shall make him or herself available to the District representative at all reasonable time for consultation.

H. District Inspection. Prior to commencing its work, the Contractor shall meet with the District representative(s) and these parties shall set forth an inspection schedule to be followed by the District in inspecting the Contractor's work while it is in progress. The contractor shall promptly report to the District, in writing, all errors and omissions it commits in performing the work.

5. Risk of Loss. Until the Contractor's work for the District has been fully completed and accepted by the District, all risk of loss concerning the project shall be borne by the Contractor.

6. Cooperation of Parties. The parties shall strive at all times to cooperate with one another in good faith so the terms and spirit of this agreement may be carried out in a good and timely manner.

7. Legal Action. In the event either party employs an attorney to enforce or defend any claim or cause of action arising out of or relating to this agreement, or any appeal therefrom, then and in

any such event, the prevailing party shall be entitled to recover from the losing party, and the losing party shall pay, all of the prevailing parties reasonable costs and attorney fees therein incurred. The venue and jurisdiction for any such action shall lie with the appropriate court in Kitsap County, Washington.

8. Complete Agreement. This agreement constitutes the full and complete agreement between the parties concerning the matters set forth herein. There are no other agreements, either written or verbal, in existence.

DATED this _____ day of _____, 20_____.

WEST SOUND UTILITY DISTRICT:

Glen R. Screws, General Manager

CONTRACTOR:

ATTACHMENT "B"
MINIMUM REQUIREMENTS FOR
CERTIFICATES OF INSURANCE

COMMERCIAL GENERAL LIABILITY

Bodily Injury	\$500,000 each person \$2,000,000 each occurrence
Property Damage	\$2,000,000 each occurrence \$4,000,000 gen. aggregate
or	
Combined Single Limit	\$2,000,000 each occurrence \$4,000,000 gen. aggregate
Employers Liability	\$2,000,000 each accident \$1,000,000 each employee - disease \$1,000,000 policy limit - disease

AUTOMOBILE LIABILITY

Bodily Injury	\$500,000 each person \$2,000,000 each occurrence
Property Damage	\$2,000,000 each occurrence
or	
Combined Single Limit	\$2,000,000 each occurrence

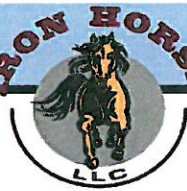
WORKERS COMPENSATION

Limits	Statutory (show L & I ID #)
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Certificates shall be issued through insurance companies licensed to do business in the State of Washington pursuant to Title 48 RCW and who have a "Best's Insurance Guide" rating of not less than A+VII

Certificates of Insurance must be on file with the Districts prior to the start of any operations within the District.

IRON HORSE ESTIMATE



CCB213253
ESB/WBE #10683

DATE: March 21, 2022

CUSTOMER: West Sound

ATTN: John Tapia
PHONE:
FAX:
EMAIL:

PROJECT: CIPP Lining

SALESPERSON	AVAILABILITY	SITE LOCATION:			TERMS
					NET 30 DAYS
QUANTITY	DESCRIPTION	UNIT PRICE	U.O.M	AMOUNT	
1	MOBILIZATION	\$4,500	LS	\$4,500	
2	1043' OF CIPP LINING USING UV CURED GRP LINERS	\$112	LF	\$116,816	
3	REHAB 5 MANHOLES WITH LINING COATING	\$5,800	EACH	\$29,000	
4	CUT OUT FAILED	\$7,000	LS	\$7,000	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
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THIS ESTIMATE IS VALID FOR 30 DAYS		SUBTOTAL		\$157,316	
		TAX RATE		NOT INCLUDED	
		SALES TAX		NOT INCLUDED	
<hr style="width: 200px; margin-left: 0;"/> Signature of Acceptance		TOTAL		\$157,316	

Please note: Interest will be charged at 1.5% per month

THANK YOU FOR YOUR BUSINESS!

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1004-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT
BOARD OF COMMISSIONERS
DECLARING SURPLUS OF PERSONAL PROPERTY
NO LONGER NEEDED BY THE
SOUTH KITSAP WATER RECLAMATION FACILITY**

WHEREAS, it is the desire of West Sound Utility District (“District”) to dispose of personal property owned by the SKWRF that is no longer needed; and

WHEREAS, RCW 57.08.015 governs the process and procedures for the disposal of surplus personal property; **NOW, THEREFORE**,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The attached list of property (Exhibit “A”) is not presently needed for SKWRF purposes and will not be needed for SKWRF purposes in the future. The listed equipment is declared by the Board of Commissioners as surplus to the needs of the SKWRF and shall be disposed of as determined by the General Manager and in accordance with state law and District policy.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 4, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

Exhibit “A”

South Kitsap Water Reclamation Facility
Surplus Property

ITEM Name	ASSET TAG Number	SERIAL Number	Condition: Good/Fair/Broken	Current Market Value	Recommended Disposal Recycle/Donate/Dispose	Surplus Reason Notes:
Netgear Switch	928-2261	1DS53763200628	Fair	0	E-Recycle	Obsolete
Netgear Switch	928-2313	1DS3763200628	Fair	0	E-Recycle	Obsolete
LG Monitor	928-0032	410MXKDN0829	Broken	0	E-Recycle	Not cost effective to repair
DELL Desktop	928-2199	J85S9K1	Broken	0	E-Recycle	Not cost effective to repair
IP Phone	928-0054	104907fw152741c2b4	Broken	0	E-Recycle	Not cost effective to repair
IP Phone	928-0063	0010493C99A9	Broken	0	E-Recycle	Not cost effective to repair
Fluke PM789	928-2301	86610060	Fair	0	Surplus to WSUD	Not cost effective to repair
HP Desktop	928-0040	MXL5032D8G	Poor	0	E-Recycle	Obsolete, bad ODD and power button.
IP Phone	928-0045	104907FW152741C2B3	Failed	0	E-Recycle	Not cost effective to repair
Honda Pressure Washer	500-0800	Worn-unknown	Broken	0	Trash	Complete failure
Mettler/Toledo Analytical Balance	02131	Unknown	Fair	0	Trash	Obsolete
GS Battery Backup	02203	ZS48X2000275	Failed	0	E-Recycle	Not cost effective to repair
GS Battery Backup	02204	ZS48X2000281	Failed	0	E-Recycle	Not cost effective to repair
Sharples Centrifuge	500-0026	97-PM38000-049	Failed	Scrap value	Recycle	End of life and failure

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1005-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
DECLARING SURPLUS OF PERSONAL PROPERTY
NO LONGER NEEDED BY
WEST SOUND UTILITY DISTRICT**

WHEREAS, it is the desire of West Sound Utility District (“District”) to dispose of personal property owned by the District that is no longer needed; and

WHEREAS, RCW 57.08.015 governs the process and procedures for the disposal of surplus personal property; **NOW, THEREFORE**,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The attached list of Inventory Property (Exhibit “A”) and Asset Property (Exhibit “B”) is not presently needed for District purposes and will not be needed for District purposes in the future. The listed equipment is declared by the Board of Commissioners as surplus to the needs of the District and shall be disposed of as determined by the General Manager and in accordance with state law and District policy.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 4, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

Exhibit “A”

West Sound Utility District
Surplus Property

ITEM Name	Assigned Inventory Number	SERIAL Number	Condition: Good/Fair/Broken	Current Market Value	Recommended Disposal Recycle/Donate/Dispose	Surplus Reason Notes:
Server	2010	MXQ11602XH	Fair	0	Recycle	End of Life
Monitor	5062	906NDHB5Y585	Broken	0	Recycle	Display is Defective
Monitor	5069	906NDLS5Y592	Broken	0	Recycle	No Power
Desktop UPS	5104	BB0503011282	Broken	0	Recycle	Failure Alarm
Laptop Computer	5194	CN-04E641-48155-22J-4537	Fair	0	Recycle	End of Life
Laptop Computer	5285	MX-0T6130-48323-4C1-2MPL	Fair	0	Recycle	End of Life
Desktop UPS	927-0033	3B1236X26793	Broken	0	Recycle	Failure Alarm
Laptop Computer	927-0059	5CB338014H	Fair	0	Recycle	End of Life
Laptop Computer	927-0075	5CG4483RYZ	Fair	0	Recycle	End of Life
Laptop Computer	927-0076	5CG4500DVW	Fair	0	Recycle	End of Life
Desktop Computer	927-0085	MXL4511JGK	Fair	0	Recycle	End of Life
Desktop Computer	927-0087	MXL5040S53	Fair	0	Recycle	End of Life
Desktop Computer	927-0088	MXL5040S63	Fair	0	Recycle	End of Life
Desktop Printer	927-0132	PHBQF1187114	Broken	0	Recycle	Smokes when printing
VZW Softcell	927-0138	S91GB66895	Fair	0	Recycle	End of Life
Desktop Computer	927-0140	2UA605002S	Fair	0	Recycle	End of Life
Server	927-0141	MXQ536023Q	Fair	0	Recycle	End of Life
Monitor	927-0148	CNC6120VBZ	Damaged	0	Recycle	Display is Defective
Desktop Computer	927-0266	8CN7390C3V	Damaged	0	Recycle	No Power

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1006-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
DECLARING SURPLUS OF WSUD VEHICLES**

WHEREAS, it is the desire of West Sound Utility District (“District”) to dispose of a personal property owned by the District that is no longer needed; and

WHEREAS, RCW 57.08.015 governs the process and procedures for the disposal of surplus personal property; **NOW, THEREFORE**,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The below listed personal property as identified in Exhibit “A” is not presently needed for District purposes and will not be needed for District purposes in the future.

- 1987 International Dump Truck, VIN# 1HTZPDHR8HHA495972
- 1983 Chevrolet Boom Truck, VIN# 1GBKC34F1PJ10853B
- 2017 Nissan Rouge Passenger Vehicle, VIN# 5N1AT2MV1HC731376

The referencened District personal property is declared by the Board of Commissioners as surplus to the needs of the District and shall be disposed of as determined by the General Manager and in accordance with state law and District policy.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 4, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1007-22**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
WEST SOUND UTILITY DISTRICT
ACCEPTING THE DEVELOPERS EXTENSION CONTRACT FOR THE
GEIGER ROAD PLAT**

WHEREAS, Richmond American Homes of Washington (Developer), entered into a Development Extension Agreement on July 12, 2021, for water and sewer facility infrastructure to serve the Geiger Road Plat (Sidney Ridge); and

WHEREAS, the Developer has completed construction of the water and sewer systems in accordance with the standards of the District and approved by the District's Operations staff; and

WHEREAS, the water and sewer system to be conveyed to the District consist of the items and quantities per the attached (Exhibit A) which includes the Water System Construction Cost Worksheet and the Sewer System Construction Cost Worksheet; and

WHEREAS, the water and sewer system to be conveyed to the District for an asset value of \$287,303.00 for water and \$238,161.25 for sewer.

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The Board of Commissioners accepts the Sewer Lift Station with conditions and; hereby authorizes the District's General Manager to sign the conveyance documents for acceptance (Exhibit B).

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 4, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary



2924 SE Lund Avenue, Port Orchard, WA 98366
(360) 876-2545 • Fax (360) 874-5030
www.customerservice@wsud.us

WATER SYSTEM CONSTRUCTION COST WORKSHEET

Project Name: Gelger Road

Submitted by: Zach Schneider (Tucci and Sons Inc)

WATER MAINS				
MAINS	FEET		COST	WSUD ASSETS (INTERNAL USE)
2"				
4"				
6"	132		\$5,808.00	
8"	2,310		\$115,500.00	
12"				
FITTINGS	7		\$7,700.00	
TESTING	2,442		\$8,547.00	
BLOCKING				
VALVES	QUANTITY			
2"				
4"				
6"				
8"	12		\$13,200.00	
12"				
	QUANTITY			
VALVE BOXES	12		\$3,300.00	
TRACE WIRE				
	QUANTITY			
BLOW OFF ASSEMBLY	2		\$4,800.00	
	QUANTITY			
AIR VAC ASSEMBLY	1		\$3,000.00	
WET TAPS	QUANTITY	SIZE		
	2	8"	\$7,200.00	
	QUANTITY	SIZE		
PRV STATIONS				

WATER SYSTEM CONSTRUCTION COST WORKSHEET

HYDRANTS				
	QUANTITY			
HYDRANTS	4		\$22,800.00	
	FEET			
6" PIPE				
VALVES				
VALVE BOXES				
TEES'				
STORTZ ADAPTER				
FITTINGS				
SERVICES				
POLY PIPE	FEET			
2"				
1 1/2"				
1"	1,522		\$95,448.00	
3/4"				
	QUANTITY			
TAPS				
SADDLES				
CORP STOPS				
SETTERS				
2"				
1 1/2"				
1"				
3/4"				
METER BOXES				
MOBILIZATION				
TOTAL MOBE COST				
			TOTAL WATER COST	
			\$287,303.00	
<p>IT IS THE RESPONSIBILITY OF THE DEVELOPER TO INCLUDE THE MATERIALS AND THE COSTS OF MATERIALS THAT ARE NOT LISTED ON THIS WORKSHEET</p>				

West Sound Utility District recommends that you retain a copy of this completed form for your personal records
(Sewer System Construction Worksheet)

SEWER SYSTEM CONSTRUCTION COST WORKSHEET

Project Name: Geiger Road

Submitted by: Zach Schneider (Tucci and Sons Inc)

SEWER MAINS

GRAVITY MAINS	FEET		COST	WSUD ASSETS (INTERNAL USE)
8"	1853		\$77,826.00	
10"				
12"				
15"				
CLEANOUT ASSY.	QUANTITY			
6"	51		\$28,050.00	
8"				
CLEANOUT BOXES				
FORCE MAINS (HDPE)	QUANTITY			
2"				
4"				
6"				
8"				
	QUANTITY			
TAPS				
VALVES	QUANTITY			
2"				
4"				
6"				
8"				
	QUANTITY			
VALVE BOXES				
TESTING	1853		\$11,118.00	
FLUSH/TV	1853		\$4,169.25	
TRACE WIRE				

SEWER SYSTEM CONSTRUCTION COST WORKSHEET

SEWER STUBS

SEWER STUBS	FEET	COST
4"		
6"	1590	\$47,700.00
FITTINGS	38	\$3,960.00
TOTAL SEWER CONNECTIONS		
CLEANOUT BOXES		
GRINDER STUB & VALVES	151	\$5,738.00
GRINDER VALVE BOX		
GRINDER DISCHARGE LINE	FEET	
1 1/4" (HDPE)		
FUSION FITTINGS		
	QUANTITY	
E-ONE STATIONS		
TESTING		

MANHOLES

	QUANTITY	COST
MANHOLE STRUCTURES	11	\$50,600.00
LIDS	11	\$5,500.00
RISER RINGS		
CORE DRILLING	1	\$3,500.00
TESTING		

MOBILIZATION

TOTAL MOBE COST		
-----------------	--	--

TOTAL COST:

\$238,161.25

IT IS THE RESPONSIBILITY OF THE DEVELOPER TO INCLUDE THE MATERIALS AND THE COSTS OF MATERIALS THAT ARE NOT LISTED ON THIS WORKSHEET



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BILL OF SALE AND CONVEYANCE

Project Name: Geiger Road

The Developer, namely, Richmond American Homes of Washington, Inc., for and in consideration of the mutual promises contained in the Contract, hereby grants, bargains, sells, conveys, delivers, and warrants to West Sound Utility District, the following described personal property and real property located in Kitsap County, Washington, to wit:

1. (Itemized description of Developer Improvements to be conveyed):

132 LF of 6" ductile iron water main; 2,310 LF of 8" ductile iron water main; 4 fire hydrants, 2 blow off assemblies; 1 airvac assembly; 12 valves and boxes; 1,522 LF of 1" service lines
1,853 LF of 8" sewer gravity main; 1,590 LF of 6" sewer stubs; 11 manholes; 51 clean outs; 33 fittings; 151 LF of grinder stub and valves and associated appurtenances

2. Legal description and tax parcel numbers of all real property and easements to be conveyed:

022301-04-002-2006

BEGINNING AT A POINT 666-2/3 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 2, TOWNSHIP 23 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON;

AND RUNNING THENCE SOUTH 325 FEET;

THENCE WEST 646-2/3 FEET;

THENCE NORTH 325 FEET;

THENCE EAST 646-2/3 FEET TO POINT OF BEGINNING;

EXCEPT THAT PORTION, IF ANY, LYING WITHIN BLUEBERRY ROAD;

TOGETHER WITH THAT PORTION AS ACQUIRED BY DECREE QUIETING TITLE UNDER KITSAP COUNTY SUPERIOR COURT CAUSE NO. 19-2-00166-18 AND RECORDED UNDER RECORDING NO. 201903290048, DESCRIBED AS FOLLOWS:

THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 2, TOWNSHIP 23 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SAID SECTION 2, DESCRIBED AS FOLLOWS:

THENCE NORTH 02 ° 39'03" EAST ALONG THE WEST LINE OF SAID SUBDIVISION 992.91 FEET TO THE TRUE POINT OF BEGINNING, ALSO BEING THE NORTHWEST CORNER OF THAT CERTAIN PARCEL CONVEYED TO JAMES M. CHICOLO AND MICHAEL M. CHESNEY BY DEED RECORDED ON NOVEMBER 24, 2014, UNDER AUDITOR'S FILE NO. 201411240077;

THENCE SOUTH 89 ° 00'57" EAST ALONG THE NORTH LINE OF SAID TRACT 640.17 FEET;

THENCE NORTH 02 ° 24'47" EAST 6.19 FEET TO THE SOUTHEAST CORNER OF THAT CERTAIN PARCEL CONVEYED TO JAMES M. CHICOLO AND MICHAEL M. CHESNEY BY DEED RECORDED NOVEMBER 24, 2014 UNDER AUDITOR'S FILE NO. 201411240076;
THENCE NORTH 89 ° 02'20" WEST ALONG THE SOUTH LINE OF SAID TRACT 640.17 FEET TO THE WEST LINE OF SAID SUBDIVISION;
THENCE SOUTH 02 ° 39'03" WEST 5.93 FEET TO THE TRUE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF KITSAP, STATE OF WASHINGTON.

APN 022301-4-003-2005

THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SECTION 2, TOWNSHIP 23 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON; EXCEPT ANY PORTION LYING SOUTH OF THE NORTH LINE OF THE SOUTH 670 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, SAID SECTION 2 AS DESCRIBED IN DEED TO R.B. WATEN DATED APRIL 23, 1919, AND RECORDED APRIL 25, 1919 IN VOLUME 86 OF DEEDS, PAGE 284, UNDER AUDITOR'S FILE NO. 67076;
EXCEPT THE EAST 15 FEET THEREOF;
SITUATE IN THE COUNTY OF KITSAP, STATE OF WASHINGTON

Together with any easements or other existing interests in real property incident thereto and necessary for the ownership, operation, and maintenance of the Developer Improvement.

The Developer covenants and warrants to the District, its successors, and assigns, that the Developer is the owner of the said real and personal property and has good right and authority to sell the same, and that it will and does hereby warrant and agree to defend the sale thereof to the District, its successors, and its assigns against all and every person and/or entity claiming the same, whether said claim is with or without merit.

The Developer further warrants the Developer Improvement is fit for purposes intended, i.e., for use as a water collection and conveyance system or wastewater distribution system, and that the same has been constructed in accordance with this Contract.

The Developer further covenants, warrants, and agrees to repair, correct and bear the cost of any defect concerning any work or material associated with construction of the Developer Improvement which may arise for a two year period from the District's date of acceptance of this Bill of Sale, and to hold the District harmless from any and all costs arising in connection therewith or any and all liability of every kind and nature arising therefrom. When corrections of defects occurring within the warranty period are made, the Developer shall further warrant corrected work for two years after acceptance of the corrected work by the District.

Dated this 29th of MARCH, 2022.

Developer by: RICHMOND AMERICAN HOMES OF WASHINGTON, INC.
Pete M. Wagner

Print Name: PETE WAGNER

State Title: VICE PRESIDENT OF SALES

Its duly authorized representative for entry into this Exhibit

Address 20819 72ND AVE S., KENT, WA 98032
SUITE 110

Contact telephone numbers: (253) 693-4706

Accepted by WEST SOUND UTILITY DISTRICT on this _____ day of _____, 20____
pursuant to the District Resolution hereinafter set forth.

Resolution No. _____ WEST SOUND UTILITY DISTRICT

By _____
General Manager

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1008-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING A SALARY STEP INCREASE
FOR IAN REEBER**

WHEREAS, Ian Reeber was hired by West Sound Utility District on April 13, 2015, and promoted to serve as a Water/Sewer Operation Utility Specialist II in July of 2019; and

WHEREAS, a satisfactory performance evaluation of Mr. Reeber was recently conducted by his Manager, Supervisor and reviewed by the General Manager; and

WHEREAS, Mr. Reeber is currently eligible for a salary step increase; and

WHEREAS, the General Manager recommends such salary increase be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The Board of Commissioners hereby confirms that the salary of Ian Reeber shall be increased from Pay Grade 13, Step 4 (\$5,734.39 per month) to Pay Grade 13, Step 5 (\$6,021.11 per month) effective April 1, 2022.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 4, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1009-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING A SALARY STEP INCREASE
FOR NICOLAS MORRIS**

WHEREAS, Nicolas Morris was hired by West Sound Utility District on March 1, 2016; and promoted to serve as a Water/Sewer Operation Utility Specialist II in April of 2020; and

WHEREAS, a satisfactory performance evaluation of Mr. Morris was recently conducted by his Manager, Supervisor and reviewed by the General Manager; and

WHEREAS, Mr. Morris is currently eligible for a salary step increase; and

WHEREAS, the General Manager recommends such position change be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The Board of Commissioners hereby confirms that the salary of Nicholas Morris shall be increased from Pay Grade 13, Step 3 (\$5,461.33 per month) to Pay Grade 13, Step 4 (\$5,734.39 per month) effective April 1, 2022.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 4, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1010-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
CONFIRMING A SALARY STEP INCREASE
FOR OPERATOR II, JUSTIN SMITH**

WHEREAS, Mr. Justin Smith was hired by West Sound Utility District on February 1, 2017 as a Plant Operator I for the SKWRF and is currently serving as an Operator II; and

WHEREAS, a satisfactory performance evaluation of Mr. Smith was recently conducted by his supervisor and reviewed by the General Manager and Mr. Smith has become eligible for a salary step increase; and

WHEREAS, the General Manager recommends such pay grade increase be confirmed by the Board of Commissioners; NOW, THEREFORE,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The Board of Commissioners hereby confirms effective April 1, 2022, that the salary of Mr. Smith shall be increased from Pay Grade 15, Step 3 (\$6,021.11 per month) to Pay Grade 15, Step 4 (\$6,322.17 per month).

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 4, 2021.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary