

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

July 5, 2022
3:00 PM

Please direct your smart device or computer to www.wsud.us/meetings for information on virtual attendance.

AGENDA

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of June 20, 2022
2. Approval of Vouchers WSUD #30648 through #30672 in the amount of \$31,026.24
3. Approval of Vouchers SKWRF #17014 through #17033 in the amount of \$44,896.24

BOARD DISCUSSION/ACTION ITEM

1. Introduction of Newly Hired Utility Specialist Trainee
2. Resolution 1024-22, DEC Acceptance, Payseno Lane Multifamily Apartments, Phase 1
3. Resolution 1024-22, Wage Step Increase SKWRF Employee
4. Resolution 1025-22, Wage Step Increase WSUD Employee
5. Resolution 1026-22, Wage Step Increase WSUD Employee

STAFF REPORTS

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

COMMISSIONERS' REPORTS

EXECUTIVE SESSION

Executive Sessions may be scheduled or announced for discussions per RCW 42.30.110.

FUTURE MEETINGS

July 18	Regular Board Meeting
August 1	Regular Board Meeting
August 15	Regular Board Meeting
August 17	Sewer Advisory Committee Meeting (SKWRF)

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
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday June 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 3:00 p.m.

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of June 6, 2022
2. Approval of Vouchers WSUD #30602 through #30647 in the amount of \$326,445.61
3. Approval of Vouchers SKWRF #16995 through #17013 in the amount of \$951,390.17
4. June Payroll in the amount of \$187,573.10

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

BOARD DISCUSSION/ACTION ITEM

Resolution 1022-22, DEC, Housing Kitsap, Riverstone Plat
Passed 3-0

Resolution 1023-22, Purchase of Equipment, Orchard Bluff Lift Station
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- Next Cohort meeting scheduled for 06/22/2022.

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Received Preliminary 50% Design.
- Subcontractor walk through on Friday, June 10, 2022, no updates.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- No update for Grant funding through Department of Ecology.

NPDES Reports

- Working on the Industrial Users Survey. Plenty of letters, emails and calls received.
- Submitted Notice of Intent for Coverage of Industrial Storm Water Permit on Monday June 14, 2022.
- Outfall inspection in the works. No hard date yet for the inspection.
- Received final lab results today, June 21, 2022 and had to resubmit both DMR's for May today with missing data from 3rd week of May from Spectra Laboratories. Spectra Laboratory is a mess. Currently we have not received a single sample result from June.
- **New Biosolids General Permit** effective July 15, 2022.

OPERATIONS MANAGER'S REPORT

Operations Manager John Tapia reported:

CIP - South Park Main Replacement

- Locate and survey completed for the site.
- WSE is working on the recommended easement.

Powell Booster Station Engineering

- Addendum for project received. This is for offsite pipe abandonment and upsizing, no update.

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.
- Low bid came in at \$1,600,455.00 by Ceccanti.
- Project has started.

Eisenhower Main Replacement

- Engineers estimate is \$390,000.00.
- Low bid came in at \$401,455.00 by Pape and Sons.
- Pre-Construction meeting is done.
- Work will start July 5, 2022.

Fircrest/Mile Hill Main Replacement

- 2" galvanized to be replaced.
- Possible development going in, no update.

Olney Sewer Replacement

- HDR engineering estimate came back high.
- Engineering contract has been signed with WSE.
- Looking at both open cut and pipe bursting.
- WSE working on the survey schedule.

Well 21 Pump and Motor Replacement

- Pump and motor has stopped working, preliminary testing shows a bad motor.

Pipe Line Project - Madrona

- Iron Horse has completed the work.
- Sending recordings to review.

Crew:

1. St. Vincent DePaul project will happen after rain lets up, no update.
2. Flow meter installation / mission integration continues.
3. Water meter replacements continue.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Consumption was billed at 36m gallons with a 11% drop compared to May 2021.
- May Revenues for Sewer was \$398K which is up 10% and we added 5 new connections; Water was \$321K which was up 4% and we added 7 new connections.
- Final billed 49 accounts, sent out 94 final notices, had 8 shut offs and 56 past due accounts with \$42K.
- Annual reports were filed.
- Debbie and Janet completed the Sewer ERU counting's, which contributes to the Plants 2023 budget preparations. Commercial ERU account is down 3%.
- Springbrook update. We are two versions behind and have not updated since 2013. Data conversion was completed. We will be testing the program in the next 3-4 weeks. It is going to be very busy.

GENERAL MANAGER’S REPORT

GM Randy Screws reported:

- Work continues on restructuring of the District Developer permitting process.
- Work continues on reviewing and updating the website.
- We continue the process of working towards finalizing the Water System Plan. The District received the draft plan from HDR Engineering and it is currently under review for comment for development of the final plan.
- The Rate Study we have scheduled a presentation on July 5, 2022 with the Board of Commissioners to go over the findings and recommendations.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I Response.

COMMISSIONERS’ REPORTS

Commissioner Lundberg, Commissioner Hart and Commissioner Way had nothing to report.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Hart moved to adjourn the meeting at 3:32 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1024-22**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
WEST SOUND UTILITY DISTRICT
ACCEPTING THE DEVELOPERS EXTENSION CONTRACT FOR THE
PAYSENO LANE PHASE 1 MULTIFAMILY APARTMENTS**

WHEREAS, Mr. Dave Burk, Owner of Payseno Lane 1, LLC. (Developer), entered into a Development Extension Agreement on September 20, 2020 for extension of water and sewer services for Phase 1 of the Payseno Lane Multifamily Apartments; 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 identified within the WSUD Assets columns per the attached (Exhibit A) which includes the Water System Construction Cost Worksheet and the Sewer System Construction Cost Worksheet; and

WHEREAS, the water system for an asset value of \$62,470.00; and the sewer system for an asset value of \$30,841.39 shall be conveyed to the District upon the acceptance of the water, fire suppression and sewer system services by the District's Board of Commissioners; **NOW, THEREFORE**,

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

Section 1. West Sound Utility District accepts the water and sewer system extension of utilities inside and outside of the Payseno Lane Phase 1 Multifamily Apartments and hereby authorizes the District's General Manager to sign the conveyance documents (Exhibit B)

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on July 5, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

WATER SYSTEM CONSTRUCTION COST WORKSHEET

HYDRANTS				
	QUANTITY			
HYDRANTS	2		4800	4800
	FEET			
6" PIPE	53		5300	5300
VALVES	2		1200	1200
VALVE BOXES	2		500	500
TEES'	2		750	750
STORTZ ADAPTER	2		250	250
FITTINGS				
SERVICES				
POLY PIPE	FEET			
2"	10		50	50
1 1/2"				
1"				
3/4"				
	QUANTITY			
TAPS	2		1000	1000
SADDLES	2		200	200
CORP STOPS	2		500	500
SETTERS				
2"	2		800	800
1 1/2"				
1"				
3/4"				
METER BOXES	2		250	250
MOBILIZATION				
TOTAL MOBE COST			0	
			TOTAL WATER COST	
			62,470	62,470
IT IS THE RESPONSIBILITY OF THE DEVELOPER TO INCLUDE THE MATERIALS AND THE COSTS OF MATERIALS THAT ARE NOT LISTED ON THIS WORKSHEET				

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



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

SEWER SYSTEM CONSTRUCTION COST WORKSHEET

Project Name: Payseno Lane Apartments Phase I

Submitted by: Patrick Hall Construction, Inc.

SEWER MAINS

GRAVITY MAINS	FEET		COST	WSUD ASSETS (INTERNAL USE)
8"	488		18800	260 FT / 10,016.39
10"				
12"				
15"				
CLEANOUT ASSY.	QUANTITY			
6"				
8"	1		500	
CLEANOUT BOXES	1		250	
FORCE MAINS (HDPE)	QUANTITY			
2"				
4"				
6"				
8"				
	QUANTITY			
TAPS				
VALVES	QUANTITY			
2"				
4"				
6"				
8"				
	QUANTITY			
VALVE BOXES				
TESTING	500		900	900
FLUSH/TV	500		1200	1200
TRACE WIRE	600		300	300

SEWER SYSTEM CONSTRUCTION COST WORKSHEET

SEWER STUBS

SEWER STUBS	FEET		COST	
4"				
6"	120		7500	60FT/ 3750
FITTINGS	14		950	7/ 475
TOTAL SEWER CONNECTIONS	12		6000	
CLEANOUT BOXES				
GRINDER STUB & VALVES				
GRINDER VALVE BOX				
GRINDER DISCHARGE LINE	FEET			
1 1/4" (HDPE)				
FUSION FITTINGS				
	QUANTITY			
E-ONE STATIONS				
TESTING	120		600	600

MANHOLES

	QUANTITY		COST	
MANHOLE STRUCTURES	3		7500	7500
LIDS	3		3000	3000
RISER RINGS	6		600	600
CORE DRILLING				
TESTING				

MOBILIZATION

TOTAL MOBE COST	1		2500	2500
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TOTAL COST:

50600	30841.39
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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: Payseno Apartments Phase 1

The Developer, namely, Dave Burk, 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):

- 2 x 45 deg. 8" Elbow, 420 lf 8" DI Ppe, 3 x 2" Valve,
- 2 x 8"x6" Tee, 2 x 6" Valve, 47 lf 6" DI Pipe, 2 x Fire Hydrant Assembly,
- 1 x 8"x4" Tee, 1 x 4" Gate Valve, 26 lf 4" DI pipe,
- 1 x 1" Air/Vac Assembly, 1 x 2" Blowoff Assembly

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

312402-2-002-2003
SEE BELOW

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 30 of June, 20 22.

Developer by: 

Print Name: Dave Burk

State Title: _____

Its duly authorized representative for entry into this Exhibit

Address 1731 Paysend Lane SE, Port Orchard, WA 98366

Contact telephone numbers: 360-340-6636

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 1025-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
CONFIRMING A WAGE STEP INCREASE
FOR WILLIAM OLIN**

WHEREAS, Mr. William Olin was hired by West Sound Utility District on July 13, 2017 and currently serves as an Operator II for the SKRWF; and

WHEREAS, a positive performance evaluation of Mr. Olin was recently conducted by his supervisor and reviewed by the General Manager; and

WHEREAS, Mr. Olin is currently eligible to receive a wage step increase and 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. Effective July 1, 2022, Mr. William Olin's salary 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 July 5, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1026-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
CONFIRMING A WAGE STEP INCREASE
FOR MICHAEL RIDGEWAY**

WHEREAS, Mr. Michael Ridgeway was hired by West Sound Utility District on July 10, 2017 and currently serves as Utility Specialist I; and

WHEREAS, a positive performance evaluation of Mr. Ridgeway was recently conducted by his supervisors and reviewed by the General Manager; and

WHEREAS, Mr. Ridgeway is currently eligible to receive a wage step increase and 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. Effective July 1, 2022, Mr. Michael Ridgeway's salary shall be increased from Pay Grade 11, Step 3 (\$4,953.58) per month to Pay Grade 11, Step 4 (\$5,201.26) per month.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on July 5, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1027-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
CONFIRMING A WAGE STEP INCREASE
INCREASE FOR JANET ESSIG**

WHEREAS, Ms. Janet Essig was hired by West Sound Utility District on July 2, 2019 as an Accounting/Office Assistant and currently serves as a Customer Service Representative; and

WHEREAS, a positive performance evaluation of Ms. Essig was recently conducted by the Finance Manager, reviewed and discussed by the General Manager; and

WHEREAS, Ms. Essig is currently eligible to receive a wage step increase and 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. Effective July 1, 2022, Ms. Janet Essig's salary shall be increased from Pay Grade 10, Step 2 (\$4,493.05) per month to Pay Grade 10, Step 3 (\$4,717.70) per month.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on July 5, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

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