

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

August 15, 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 August 1, 2022
2. Approval of Vouchers WSUD #30743 through #30780 in the amount of \$618,495.01
3. Approval of Vouchers SKWRF #17082 through #17111 in the amount of \$90,049.46
4. August Payroll in the amount of \$195,630.03

BOARD DISCUSSION/ACTION ITEM

1. Mr. Paul Berg, Regarding Leak Adjustment Policy, 3087 Harris Road SE
2. Discussion, 1521 SE Piperberry Way, Irrigation System and Consumption Charges
3. Public Informational Meeting and Presentation of the WUSD Draft Water System Plan by WSUD Staff and HDR Engineering per WAC 246-290-100(8)(a).

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

- | | |
|--------------|--|
| August 17 | Sewer Advisory Committee Meeting (SKWRF) |
| September 6 | Regular Board Meeting (Tuesday as Monday is a Holiday) |
| September 19 | Regular Board Meeting |
| October 3 | Regular Board Meeting |
| October 17 | Regular Board Meeting |

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 August 1, 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
Kevahn Steinke, Maintenance Supervisor
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 July 18, 2022
2. Approval of the Special Board Meeting Minutes of July 25, 2022
3. Approval of Vouchers WSUD #30714 through #30742 in the amount of \$236,503.76
4. Approval of Vouchers SKWRF #17063 through #17081 in the amount of \$19,293.12

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

BOARD DISCUSSION/ACTION ITEM

Discussion, June Consumer Price Index

Resolution 1029-22, Contract Award, Pat Hall Construction, Inc., Service Relocations
Passed 3-0

Resolution 1030-22, Contract Award, Holt Services, Inc.
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Maintenance Supervisor, Kevahn Steinke Reported:

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- Monthly Conservation meetings for energy savings

Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Beginning to see longer lead times on supplies for this project. Now projected to go into July of 2023.
- Had a GMAX meeting July 15th. Project costs now exceed initial costs by \$118,000.00 additional dollars. Currently working with Trane in attempting to bring that cost back to budgeted amount.

Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Ecology is preparing to move the Nutrient Reduction grants into the agreement development phase over the month of July, as they continue to recruit for the grant manager position.
- “We will be reaching out soon on getting that process moving.”
- No further updates.

NPDES Reports

- Outfall inspection in the works. No hard date yet for this inspection.
- Currently, we are attempting to get accredited to run these tests in-house instead of relying on the outside lab. Currently waiting on Ecology’s reply.

Industrial Storm water General Permit

- We are now covered under the Industrial Storm water General Permit as of July 21, 2022 via Department of Ecology.
- Received first annual Water Quality Fee invoice pertaining to this permit for \$1,862.31 due September 5th, 2022.

Miscellaneous Updates

- Waste Management began discharging leachate on July 11th, 2022. This year Waste Management discharged leachate for 3 full weeks ending Friday, July 29th, 2022.
- Primary skimmer replacement completed in house.
- As of Monday, August 1st, 2022 we will be under a new permit manager through Department of Ecology. Tanya Lang is out, Madison Diaz is our new contact. This is the third permit manager in a years’ time.

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 is making good progress.

Eisenhower Main Replacement

- Engineers estimate is \$390,000.00.
- Low bid came in at \$401,455.00 by Pape and Sons.
- Project is almost complete.

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 is working on the survey schedule.

Well 21 Pump and Motor Replacement

- Motor was found to be bad. Pump is being tested and hopefully it will be reinstalled soon.
- Possible install next week.

Crew:

- St. Vincent DePaul project will happen after the rain late March, no update.
- Water meter replacements continue.
- Flush and TV sewer work orders.
- Installing water services.

Water Production:

- 2021-\$293,910,000
- 2022-\$252,124,000
- Difference-\$41,786,000 less

FINANCE MANAGER'S REPORT

Joy Ramsdell, Finance Manager Reported:

- Consumption was billed for July at 50m gallons which is a 28% less compared to July 2021.
- July revenue for sewer was \$422k, an increase of 9%, and we added 6 new connections. Water revenue was \$381k, a decrease of 10%, and we added 10 new connections.
- We final billed 52 accounts and 1650 customers are paying online including 1540 on auto pay.
- New SB will go live on August 5, 2022. We are busy getting that prepared. All testing came out well except FA reports. It will be fixed in the new version. Current customer features are removed. There will be some changes, especially PR timesheet.
- Preparing annual financial disclosure for Municipal Security Rulemaking Board.

GENERAL MANAGER’S REPORT

General Manager Randy Screws Reported:

- Work continues on restructuring of the District Developer permitting process. Currently working on unit pricing for construction cost and bonding requirements.
- 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 has commented. Currently we have scheduled to provide the Board with a final draft of the Water System Plan and discussion at the August 15, 2022 meeting.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I response.
- No Executive Session is being requested.

COMMISSIONERS’ REPORTS

Commissioner Hart reported that he attended a Sec 2 Department of Ecology Water rights meeting. Commissioner Lundberg and Commissioner Way had nothing to report.

EXECUTIVE SESSION

No Executive Session was requested.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 4:15 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary

