

## WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Board Meeting

September 19, 2022  
3:00 PM

Please direct your smart device or computer to [www.wsud.us/meetings](http://www.wsud.us/meetings) for information on virtual attendance.

### AGENDA

#### PUBLIC COMMENTS

#### CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of September 6, 2022
2. Approval of Vouchers WSUD #30829 through #30867 in the amount of \$77,524.34
3. Approval of Vouchers SKWRF #17130 through #17149 in the amount of \$29,450.36
4. Approval of the September Payroll in the Amount of \$197,464.74

#### BOARD DISCUSSION/ACTION ITEM

1. Discussion, Leak Notification Procedures, Exception Reports
2. Discussion, Longevity Programs
3. Resolution 1032-22, Amending Water Usage Relief Policy

#### 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

September 28 – 30 <sup>th</sup>	WASWD Conference
October 3	Regular Board Meeting
October 12	SAC Meeting, City Hall
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  
Tuesday September 6, 2022 at 3:00 p.m.

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

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

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

**PUBLIC COMMENTS**

Paul and Marcia Berg attended the meeting to address the Board regarding the Leak Adjustment Policy.

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of August 15, 2022
2. Approval of Vouchers WSUD #30781 through #30828 in the amount of \$715,319.11
3. Approval of Vouchers SKWRF #17112 through #17129 in the amount of \$36,388.17

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

**BOARD DISCUSSION/ACTION ITEM**

Mr. Paul Berg, Request to Address the Board of Commissioners

Mr. Berg reiterated to the Board that his recent bill showed 1,800,000 gallons of water consumed and that neither he nor his contractor could identify a leak. He suggested there might have been a meter failure which later resolved itself. Mr. Berg suggested a modification to the policy for cases of excessive consumption, as well as written notice to owners when a leak is suspected by WSUD staff.

Presentation of Policy Language Requested by The Board

GM Randy Screws presented current policies and procedures regarding leaks and leak adjustments. Currently, there is no formal notification policy when a leak is suspected but it is done as a courtesy. Two employee statements were read which described the high meter reading recorded on Mr. Berg's property, attempts to notify the customer, and the notification of his

contractor. GM Randy Screws also compared the current leak adjustment policy to other local water districts.

#### Discussion, Leak Adjustment Policy

An adjustment to the current policy was discussed, with a revision to be drafted pending legal counsel.

#### Board Discussion, Resolution 880-20, Emergency Declaration Repealed 3-0

#### Discussion, 2023 Salary Schedule and Benefits, BLS Data

GM Randy Screws presented additional information about BLS Data and possible reorganization of salary schedules.

#### Resolution 1031-22, Step Increase, Administrative Employee 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. Currently at 9% savings for the year.
- Looking at MBR mixer replacement with grant funding. Awaiting mixer quote.

#### Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Signed documents sent to DES Wednesday 31<sup>st</sup>. Project moving forward. Awaiting further updates from Trane.

#### Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Updates on grant funding: *Your organization has been selected for an award contingent on funding availability. An Ecology rep will be contacting you soon with more information.*

#### NPDES Reports

- Outfall inspection still pending. No hard date yet for the inspection.
- Currently we are attempting to get accredited in house for running these tests that we currently take to the labs. Still currently awaiting Ecology reply.
- Resubmitted both the Municipal and the GNP reports for July violation free after receiving laboratory results.

### Industrial Storm Water General Permit

- Currently working on required Storm Water Pollution Prevention Plan.
- As of this year we are now under 4 permits through Department of Ecology, 2 additional this year now.

### **OPERATION 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 paved. Punch list and clean up for completion.

#### Eisenhower Main Replacement

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

#### 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

- Bad motor was found. Pump is being tested and hopefully it will be reinstalled soon.
- Kurt is working on the splice for the motor and cable today.
- Will find out when it can be installed soon.

#### Crew:

1. St. Vincent DePaul project City contacted about the permit. Reached out to Caseco for time update.

2. Commercial Water meter replacements continue. Schools before they start up.
3. Flush and TV sewer work orders.
4. New pump received for LPO was installed. Two new soft starts were installed today.

#### Water Production:

- 2021- 470,253,000
- 2022- 416,902,000
- Difference: -53,351,000 less

#### **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell Reported:

- Billed consumption was 68 million gallons, an 11% decrease compared with Aug 2021.
- Sewer revenue was \$441K, increased 11% from last year and we added 1 new connection; Water revenue was \$443K, same as last year and we have added 3 new connections.
- 1,871 accounts paid online including 1,572 with auto pay. Processed final billing for 32 accounts.
- Continue working on 2023 budget.
- Had two week vacation and am catching up on my work. Admin team did a great job during my vacation. All of the staff's hard training is paying off. I'm very confident with their performance.

#### **GENERAL MANAGER'S REPORT**

General Manager Randy Screws Reported:

- Work continues on restructuring of the District Developer permitting process. Continuing to work on unit pricing for construction cost and bonding requirements, also flow charts and check lists.
- Staff are currently reviewing streetlight policies and have updated GIS mapping with updated information from PSE. The District is responsible for collecting fees for operation and maintenance of streetlights within its street lighting district. There will be more to discuss in the near future regarding street lighting.
- Work continues on reviewing and updating the website.
- Reclassification of some of the risk class employees to reduce L&I Costs; awaiting L&I response.
- The District completed the scope of services and executed a contract extension with FCS Group to define the cost of fire suppression. This is to develop cost for supplying fire suppression within the District Service Area and City Limits.
- BKAT, Bremerton Kitsap Access Television has indicated they would like to use our site to film a video for careers in the water industry for Water Purveyors Association of Kitsap County. They will be performing staged individual interviews (4 people), as well as locations for b roll where we they can film those interviewees engaging in simulated work tasks.
- September 19<sup>th</sup>, prior to our regularly scheduled meeting, a special meeting will be called for

the purpose of review and discussion of Capital Projects and modification of rates and charges.

- An Executive Session is being requested for the purpose of performance of a public employee (RCW 42.30.110(1)(g))

### **COMMISSIONERS' REPORTS**

Commissioner Hart reported Jeannie Screws was nominated as a lifetime member of WASWD at their recent meeting.

### **EXECUTIVE SESSION**

The Board and GM Randy Screws entered executive session at 5:35 p.m. for 5 minutes. Commissioner Hart moved to approve Resolution 1031-22. The motion was seconded by Commissioner Way; motion passed 3-0. The Executive Session concluded at 5:40 p.m.

### **ADJOURN**

Commissioner Lundberg moved to adjourn the meeting at 5:42 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

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Jerry Lundberg  
Chairperson

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Susan Way  
Vice-Chairperson

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James Jay Hart  
Secretary





**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1033-22**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT  
BOARD OF COMMISSIONERS  
AMENDING WATER USAGE RELIEF PROCESS**

**WHEREAS**, RCW 57.08 authorizes water and sewer districts to establish water and sewer rates; and

**WHEREAS**, the District adopted on October 1, 2018, Resolution 769-18 which modified water and sewer rate procedure changes; and

**WHEREAS**, to provide clarification of the adjustment calculation and to ensure the application of an approved usage relief adjustment which encompasses the period of the adjustment without limit to the meter read and singular billing cycle; and

**WHEREAS**, with such consideration, modification of the rate procedures pertaining to Section “F”, Water Usage Relief (leak adjustment) needs to be revised; **NOW, THEREFORE**,

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

**Section 1.** The Board of Commissioners hereby amends Section 9.4 Water Rates of the Administrative Code Water Rates to read as follows:

**9.4 Water Rates**

The following water rates are applicable:

- A. **Customer Base Charge** A customer base charge based on the meter size shall be assessed monthly for each active meter connected to the District’s water system. No water usage fee is calculated in the customer base charge.
- B. **Unit Charge** A unit charge for each residential living unit, including an accessory dwelling unit, guest house or accessory building with a kitchen, served shall be assessed monthly for the multifamily class.
- C. **Commodity Charge** In addition to the customer base and unit charge, a commodity charge per one hundred (100) cubic feet of water consumed shall be imposed as follows:
  - 1. To apply the following tiered rate structures, all billing-period consumption within the first consumption block shall be charged at the first block rate. All consumption in excess of the first block, but less than the third block, shall be charged at the second block rate. All consumption in excess of the second block shall be charged the third block rate.

2. The Commodity Charge for residential accounts shall be based on the bi-monthly water consumption. All other accounts shall be based on monthly water consumption.
  3. The Commodity Charges tiered rate structure is listed in the schedule of Water Rates and Charges which is reviewed annually, revised and adopted by Resolution.
- D. **Ready-to-Serve Charge** Each lot for which a binding commitment for water availability has been issued and each lot for which a water service has been set but is not currently taking water will be charged a ready-to-serve rate. Applies only to properties that have been issued a Binding Letter of water availability or have paid GFC's and have not taken on water service.

Any charge, which becomes delinquent must be paid before service is restored to active service.

- E. Monthly water rates shall commence to accrue when the water meter is installed. Customer base services will be pro-rated.
- F. **Water Usage Relief Process (leak adjustment)** When a customer requests a billing adjustment for excess usage on the customer's side of the meter between one or more structures, adjustments shall meet all of the following criteria:
1. The customer must request an adjustment by submitting a completed and signed District Leak Adjustment Request form within 60 days of the end of the first billing cycle in which the leak was identified; and provide proof to the District's satisfaction that the leak has been repaired;
  2. The total usage relief can include excess consumption between two (2) billing cycles and must exceed 150 percent (150%) of the average usage during comparable periods in each of the three (3) preceding years. If this information is unavailable for residential customers, the average will be based upon the average usage during those periods for all residential customers.
  3. The customers leak must be deemed undetectable by the District; no adjustments will be granted for building/structure plumbing leaks;
  4. The customer must take action to repair the leak within thirty (30) days of when the District employees notify the customer regarding the possibility of a leak or when the customer discovers the leak or such a time period as approved by the General manager, and
  5. Only one Leak Adjustment will be considered every five (5) years per owner per account/property.
  6. The adjusted bill will be determined by averaging the last three (3) years consumption of the same billing period and this amount will be billed at the normal tiered water rates. The consumption over the calculated average is billed at the lowest cost water tier rate within the block rate for the customer class.

G. **Water Fill Station (Water Truck)** Customers who utilize bulk fill service shall pay at an established rate identified in the Water Rates and Charges. Account establishment is required for monthly invoicing for bulk water obtained. Intermittent (Intermittent is defined as less than five bulk fills per year) bulk fills do not require an account. All transporting trucks are required to have an approved air-gap, which shall be inspected and approved by the District. Kitsap County, City of Port Orchard or other governmental entities, which use the District's water fill station, shall be exempt from paying any water fill station fees.

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on September 19, 2022.

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

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Jerry Lundberg  
Chairperson

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Susan Way  
Vice Chairperson

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James J. Hart  
Secretary