

## WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Board Meeting

October 3, 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 Special Board Meeting Minutes of September 19, 2022
2. Approval of the Regular Board Meeting Minutes of September 19, 2022
3. Approval of Vouchers WSUD #30868 through #30900 in the amount of \$126,642.49
4. Approval of Vouchers SKWRF #17150 through #17168 in the amount of \$20,562.96

#### BOARD DISCUSSION/ACTION ITEM

1. Discussion, Water Usage Relief Policy Implementation

#### 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

October 3	Regular Board Meeting
October 5	SAC Meeting, City Hall
October 17	Regular Board Meeting
November 7	Regular Meeting
November 21	Regular 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 Special Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday, September 19, 2022

---

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

---

Attending: Randy Screws, General Manager  
John Tapia, Operation Manager  
JJ Johnson, Utility Foreman  
Marty Grabill, Plant Manger  
Michaela Horishige, Accounting/Office Assistant

The meeting was called to order by Commissioner Lundberg at 1:00 p.m.

General Manager and Department Managers review with Board of Commissioners for the planned 2023 SKWRF, Water & Sewer Capital Improvement Projects. Discussion regarding modification of utility rates, charges and fee schedule.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 2:43 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  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday, September 19, 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 (via Zoom Meeting)  
Michaela Horishige, Accounting/Office Assistant

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

**PUBLIC COMMENTS**

None

**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

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**

Discussion, Leak Notification Procedures, Exception Reports

Based on exception reports from August 2022, it is estimated WSUD would need another full time employee to carry out the proposed leak notification procedure. It was decided that the current procedure used by WSUD staff is efficient and provides adequate notification. GM Randy Screws will research automated software options for this task.

Discussion, Longevity Programs

GM Randy Screws discussed potential salary schedules, pay for performance programs, and the need to remain competitive in today's employee market.

Resolution 1033-22, Amending Water Usage Relief Policy

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.

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

Updates on the project progress so far:

- Trane in the process of ordering the thickener with General Mechanical
- Trane is finalizing their internal review of the contract and should be signing it this week
- Based on that signature, we hope to get notice to proceed from the State this week (9/19/2022)
- Project kick off meeting is scheduled for 9/26/2022.

#### Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Updates on grant funding: Ecology expects to have agreements out for signature by 9/26/2022.

#### NPDES Reports

- Outfall inspection still pending. Contractor looking at the next two weeks for completion.
- Currently we are attempting to get accredited in house for running these tests that we currently take to the labs. Still awaiting Ecology's reply.
- Submitted both the Municipal and the GNP reports missing lab data. Awaiting results from lab.
- Received Electronic Outstanding Treatment Plant Award for 2021 from Ecology last week. Actual award to follow.

#### Industrial Stormwater General Permit

- Currently working on required Stormwater Pollution Prevention Plan.

### **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.
- Holt should be on it soon.

### Crew:

1. St. Vincent DePaul project: City contacted about the permit. Caseco gave the date October 20<sup>th</sup>.
2. Commercial water meter replacements continue, 73 commercial meters remain.
3. Flush and TV sewer work orders.
4. Soft starts have been installed at Conifer PK. PSE tested today and said everything is good.

### Water Production:

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

## **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell Reported:

- We have sent 78 final past due letters and 11 accounts were shut off last month.
- As of today, there are 47 accounts with 90 day past due balances totaling \$29K.

- Janet attended the Washington Finance Officers Association conference which was held in person for the first time in three years.

### **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.
- Staff are continuing to review streetlight policies. 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.
- BKAT, Bremerton Kitsap Access Television visited WSUD sites and have indicated they would like to use our site to film a video for careers in the water industry for the Water Purveyors Association of Kitsap County.
- An Executive Session is being requested for the purpose of performance of a public employee (RCW 42.30.110(1)(g)).

### **COMMISSIONERS' REPORTS**

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

### **EXECUTIVE SESSION**

The Board and GM Randy Screws entered executive session at 3:50 p.m. for 10 minutes to discuss employee performance with legal counsel. The Executive Session concluded at 4:00 p.m. with no action taken.

### **ADJOURN**

Commissioner Lundberg moved to adjourn the meeting at 4:00 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

---

Jerry Lundberg  
Chairperson

---

Susan Way  
Vice-Chairperson

---

James Jay Hart  
Secretary