

## WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Board Meeting

October 17, 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 October 3, 2022
2. Approval of Vouchers WSUD #30901 through #30946 in the amount of \$126,635.20
3. Approval of Vouchers SKWRF #17169 through #17191 in the amount of \$164,649.86
4. October Payroll in the amount of \$195,249.41

#### BOARD DISCUSSION/ACTION ITEM

1. Presentation of the Draft 2023 WSUD Water and Sewer Budget
2. Discussion, Street Lighting

#### 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 17	Regular Board Meeting
October 24	Special Board Meeting (Budget Work Session)
November 7	Regular Meeting
November 8	SAC Meeting (Virtual)
November 21	Regular Meeting
December 5	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 Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday, October 03, 2022 at 3:00 p.m.

---

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

---

Attending: 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**

None.

**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

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, Water Usage Relief Policy Implementation

The Board was asked to clarify if Resolution 1033-22 would be retroactive or active from the date signed. The Board said it was active from the date signed, September 19, 2022.

**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 10% energy savings for the year.

### Rotary Drum Thickener-ESCO (2022)

- Trane ordered the thickener from FKC.
- Received notice to proceed from the state (9/26).
- Project kick off meeting on 9/26.

### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Updates on grant funding: Ecology expected to have agreements out for signature by 9/26. That did not happen.

### NPDES Reports

- Outfall inspection still pending. Contractor looking at the next few weeks for completion.
- Currently, we are attempting to get accredited to run these tests in-house instead of relying on the outside lab. Still currently waiting on Ecology's reply.
- Resubmitted both the Municipal and the GNP reports without violation for August.
- Industrial User Survey in progress.
- Industrial Storm Water Pollution Prevention Plan in progress.

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

### Eisenhower Main Replacement

- Engineer's 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.
- Calling in design locates.
- WSE working on the survey schedule.

### Well 21 Pump and Motor Replacement

- Holt has installed pump and motor.
- Mitchell Lewis agreed to warranty the pump, saving \$18,000.00.

### 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, 64 commercial meters remain.
3. Flush and TV sewer work orders.
4. Soft starts have been installed at Conifer PK. We are monitoring and have seen under and over currents hitting that station.

### Water Production:

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

### Rain Gauge:

- 2021- 25.61”
- 2022- 31.74”
- Difference – 6.13” more

## **FINANCE MANAGER’S REPORT**

Finance Manager Joy Ramsdell Reported:

- Billed consumption was 81 million gallons, about the same as September 2021.
- Sewer revenue was \$448K, increased 15% from last year, added 15 new connections for Payseno Lane Phase 1.
- Water revenue was \$510K, increased 8% from last year.
- 1,780 paid online including 1,537 with auto pay. Processed final billing for 48 accounts.
- Continue working on 2023 budget.
- State audit will start on Monday, October 10<sup>th</sup>.
- All 3<sup>rd</sup> quarter reports, unclaimed properties report, and IRA annual vehicle benefit report are due this month.

**GENERAL MANAGER’S REPORT**

General Manager Randy Screws was absent.

**COMMISSIONERS’ REPORTS**

Commissioner Hart reported his experience at the WASWD Fall Conference and discussions with other members on the effects of population growth. Commissioners Way and Lundberg had nothing to report.

**EXECUTIVE SESSION**

None requested.

**ADJOURN**

Commissioner Lundberg moved to adjourn the meeting at 3:35 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

---

Jerry Lundberg  
Chairperson

---

Susan Way  
Vice-Chairperson

---

James Jay Hart  
Secretary