

## WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Board Meeting

February 1, 2023  
1:00 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 January 18, 2023
2. Approval of Vouchers WSUD #31137 through #31172 in the amount of \$114,342.82
3. Approval of Vouchers SKWRF #17311 through #17329 in the amount of \$26,601.82

#### BOARD DISCUSSION/ACTION ITEM

1. Resolution 1057-23, WSUD Equipment Purchase, Industrial Vacuum Truck
2. Resolution 1058-23, SKWRF Equipment Purchase, Primary Skimmer Assemblies
3. Resolution 1059-23, Confirming the Hiring of Utility Specialist Trainee, Eric Jahn
4. Resolution 1060-23, Step Increase, SKWRF 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

February 15	Regular Board Meeting
March 1	Regular Board Meeting
March 15	Regular Board Meeting
March 22	Sewer Advisory Committee Meeting (Location to be determined)

**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  
Wednesday, January 18, 2023 at 1:00 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  
Michaela Horishige, Accounting/Office Assistant

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

**PUBLIC COMMENTS**

None

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of January 4, 2023
2. Approval of Vouchers WSUD #31109 through #31136 in the amount of \$67,904.10
3. Approval of Vouchers SKWRF #17297 through #17310 in the amount of \$57,333.49
4. Approval of January Payroll in the Amount of \$218,815.70

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

**BOARD DISCUSSION/ACTION ITEM**

Resolution 1053-23, Amending Administrative Polices, Travel

Passed 3-0

Resolution 1054-23, SKWRF Equipment Purchase, Multiple Parameter Monitoring System

Passed 3-0

Resolution 1055-23, Amending Administrative Policies, Payment Methods

Passed 3-0

Resolution 1056-23, Approving a Cost of Service Recovery for an Imposed Utility Tax for Customers Within the Boundaries of the City of Port Orchard

Passed 3-0

## **STAFF REPORTS**

### **PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permit.
- Outfall inspection was completed 12/6/22. Submitted outfall inspection report on 1/17/23.
- Submitted annual Priority Pollutant report on 1/11/23.
- Resubmitted both the municipal and the GNP DMR's nine times this month. Final submission was yesterday for both of them.
- Completed 1<sup>st</sup> quarter storm water testing last week.

### **PSE Conservation Grant Agreement (2021-2023)**

- Continuous work with PSE on Conservation Grant Agreement. Year 2 of 3 will be completed in February.
- PSE Teams meeting set for next Wednesday.

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

- Design review meeting upcoming.
- Upcoming meeting with TSI to discuss programming logistics.

### **Nutrient General Permit (2022)**

- Ongoing testing and documentation.
- Updates on grant funding. New Grant Project Manager hired for DOE. Spoke with Veronica Bridges today. She is shooting for Grant agreements to be out within the month.
- No updates on collaborating with Jacobs Engineering through AWC on nutrient optimization planning.
- Looking to purchase nutrient analyzers as part of this nutrient grant funding. Received 3 quotes and selected the best quote.

## **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

### **Fircrest/Mile Hill Main Replacement**

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

### Olney Sewer Replacement

- Engineering contract has been signed with WSE.
- Project design has started with locate being complete.
- Going through project options with WSE.

### Crew:

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update. Not enough workers lately.
2. Commercial water meter replacements continue.
3. Residential water meter replacements have begun. Starting with specific sections to coincide with reading times.
4. Water main prep for upper gradient starting in February.
5. Vac-Con ready to order. Just received quote today.
6. New TV Van quote has been reviewed and ready to order.
7. Continuing to set up job interviews.

### FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Billed consumption in December was 38m gallons- up 21% from December 2021, but 4% decrease yearly.
- December revenues - Water \$334K, up 23% and added 20 new connections; Sewer \$415K, up 8.8% and added 205 new connection. Collected over \$1m total in GFCs.
- 1,835 accounts using online pay including 1,590 auto pay, 26 final billings.
- 47 accounts shut off today.
- January is the busiest month for both Finance and Customer Service. CS is working on setting up the In City Charge for city customer accounts and modifying the billing statement accordingly.
- Finance updated all employee payroll rates and benefits. All worksheets need to be updated; accrual and reversal for accounts payable and payroll, internal fund transfers to be completed.
- Calculated year end accrued compensated absences and made extra Veba contribution for qualified employees from their sick leave balances.
- Reviewed budget in Springbrook and chart of accounts.
- Working on year end project capitalization and calculating 2022 depreciation.

### GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Continuing to work on cyclical end of year items.
- Fire line/ fire suppression: Consultants have provided a draft copy of the Technical Memorandum. Technical Memorandum is under review for comments and will be providing any questions or comments next week to the consultants.
- Street light survey is complete. Staff continue reviewing the information.
- Continue reviewing the District's ADU Policies.

- Kitsap County is updating its capital facilities plan for the county which includes WSUD and SKWRF. Have begun compiling and submitting information as requested. Our first submission is due in February for wastewater collection, conveyance and treatment.

A fifteen minute Executive Session is being requested for Discussion of Performance of a public employee (RCW 42.30.110(1)(g)). No action is to be taken after the Board is out of Executive Session.

**COMMISSIONERS' REPORTS**

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

**EXECUTIVE SESSION**

The Board and GM Randy Screws entered a fifteen minute Executive Session at 1:35 p.m. The Session was extended by five minutes twice, at 1:50 p.m. and 1:55 p.m. Executive Session ended at 2:00 p.m. with no action taken.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 2:01 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

---

Susan Way

Chairperson

---

James Jay Hart

Vice-Chairperson

---

Jerry Lundberg

Secretary









**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1057-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
AUTHORIZING THE EQUIPMENT PURCHASE OF AN  
INDUSTRIAL VACUUM TRUCK**

**WHEREAS**, the District’s 2023 Sewer Capital Budget identified a planned expenditure for the replacement of an existing Industrial Vacuum Truck; and

**WHEREAS**, the District’s 2023 Sewer Capital Budget contains sufficient funding for the purchase of the replacement Industrial Vacuum Truck; and

**WHEREAS**, the selected vehicle, a Vac-Con model No. V311LHAE/1300 Industrial Vacuum Truck configuration mounted on a Freightliner 114SD Chassis is available for purchase from Enviro-Clean Equipment, Inc. through the Washington State Department of Enterprise Service’s purchasing contract No. 00120; and

**WHEREAS**, the amount for this purchase is in excess of the \$20,000.00 purchasing authority of the General Manager; and requires the approval of the Board of Commissioners; **NOW, THEREFORE,**

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

**Section 1.** The Board of Commissioners hereby approves the purchase of the Vac-Con Industrial Vacuum Truck as quoted by Enviro-Clean Equipment, Inc. in the amount of \$527,332.00 plus federal and state taxes in the amount of \$70,135.35 for a total of \$597,467.35 per Exhibit “A”. The Board further authorizes the General Manager to sign the purchase agreement.

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on February 1, 2023.

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

---

Susan Way  
Chairperson

---

James J. Hart  
Vice Chairperson

---

Jerry Lundberg  
Secretary

Enviro-Clean Equipment  
2395 11 Mile Avenue  
Gresham, OR 97030

Date 1/24/2023  
Number 107254  
Type of Quote Single  
PO PM22-123010

### Purchase Order

Retail West Sound Utility District Port  
Purchaser Orchard, WA  
Retail ID #2990

Ship To ECE Gresham

Comments 1) NO FEPTO - Hydraulic pump to be PTO with switch on dash, both Hydrostatic pumps to be on Transfer Case 2) Hydro-X Reel mounted behind front bumper P/S 3) Cone racks to be mounted 1 P/S deck, 1 D/S deck, best location 4) Lazy Susan to be P/S side deck 5) Hand held spotlight w/reel to be mounted between cab and hose reel on bumper frame

Price excludes any applicable sales taxes, tag, title or registration fees.

Price excludes any applicable F.E.T., sales taxes, tag, title or registration fees.

Option content is subject to engineering approval.

**This quotation is valid for 7 days from the quotation date**

Vac-Con module pricing on customer supplied chassis is valid for 120 days from date of purchase order.

Please consult factory if chassis ETA will surpass 120 days for pricing confirmation.

**Model Number - V V311HEN/1300 L H A**

### Main Information

Model	V311HEN/1300
Blower	Hydrostatic Drive
Boom	10' Aluminum Telescoping Boom with Pendant Control Station
Hose Reel	Front Mounted, Articulating to Drivers Side, 600 foot (1 inch) Capacity (Std Pivot)
Jet Rodder Hose	600' x 3/4" Jet Rodder Hose
Water System	50 gpm/3000 psi FMC Pump - Single Engine - Hydrostatic Drive

### Debris Body Options

#### Qty Description

- 1 6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve (662-0125)
- 1 A Flat Style Rear Door ilo Dome Style Door Including Hydraulic Opener will be Provided
- 1 Built in Body Prop - Rear Support Frame Mounted
- 1 Debris tank drain screen placement - Standard drain valve
- 1 Rear Splash Shield - Rear Flange Mounted
- 1 Rubber pad on standard deflector
- 1 Screen assembly over drain port in debris tank

## Water System Options

---

### Qty Description

- 1 1/4 turn ball valve water drain ( cannot choose both 2-1/2" gate valve and 1/4 turn ball valve, only choose one)
- 1 50' Capacity Retractable Hand Gun Hose Reel
- 1 Air Purge System
- 1 Debris Body "Power Flush" System, 8 jets
- 1 Flush Out connection for rear door valve
- Hydroexcavation Package Includes: 50 foot handgun hose reel with 1/2" hose, 72" 1/2" schedule 80 lance with single forward spray nozzle, Storage tubes for lances, Heavy duty unloader valve, Main control ball valve, Variable flow valve
- 1 Variable Flow Valve (Valve Only ) - nozzles required
- 1 Water Pump Remote Oil Drain

## Misc Machine Options

---

### Qty Description

- 1 Behind Cab Boom Support â€" Chassis frame mounted Boom Cradle Assembly with Bumper mounted boom docking assembly
- 2 Cone Rack, Hinged Style/Deck
- 1 Long Handle Storage Placement - Mounted in Storage Box Under Shelf
- 1 Rear Mounted Tow Hooks
- 1 Remote Boom Grease Zerk Assembly (Ground Level - includes water pump drive) - If Applicable
- 1 Remote Debris Tank Grease Assembly (Ground Level)

## Lighting Options

---

### Qty Description

- 1 Hand Held Spot Light - LED with 50' Retractable Cord
- 1 LED 4 Strobes - (2) front bumper / (2) rear bumper - Whelen 50A03ZCR - Amber
- 1 LED Boom Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight
- 1 LED Flood Light - Level Wind Guide - Whelen NP6BB Worklight
- 1 LED Midbody Flood Lights with guards - Whelen NP6BB (Driverside and Curbside)
- 1 LED Rear Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight
- 2 LED strobe with Limb Guard, Rear Debris Tank Mounted - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard
- 2 Mirror Mounted LED Beacon/Strobe Light with Limb Guard - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard

## Electrical Options

---

### Qty Description

- 1 Front Hose Reel Camera Placement - To View in Front of Hose Reel Area
- 1 Low Water Alarm with Light
- 1 Rear Camera Placement
- 1 Remote Control (Wireless): Boom, Vacuum Breaker, Throttle & Debris Body (includes Hi-Dump, if applicable). Does not include remote cable pendant controls for boom or hi dump.
- 1 Traffic Camera With Color Monitor - MUST PICK CAMERA PLACEMENT

## Water System Accessories

---

**Qty Description**

- 1 711-30903 High-pressure handwand 51"x1/2" S.S., pistol grip handle with adjustable handle (No extensions available) - Single forward jet
- 1 Hand Gun Assembly (2) Handle with Adjustable Spray

**Misc Accessories**

**Qty Description**

- 1 24"x18"x18" Steel Toolbox w/slide out Nozzle Tray mounted between cab and deck P/S
- 1 Paper Vac-Con Manual - No longer standard
- 3 Setcom 990-MAX Wireless Headsets
- 2 ENZ Nozzles – QTY 1 Standard Cleaning Grenade, QTY 1 Chisel Point Nozzle
- 1 Ripsaw HD Blue Hydro-Excavation nozzle

**Spare Nozzles**

**Qty Description**

- 1 3/4" Nozzle rack

**Leader Hose**

**Qty Description**

- 2 3/4" x 15' Length Leader Hose

**Pipe Storage Racks**

**Qty Description**

- 1 Folding Pipe Rack (3), Tank Mtd, Curbside
- 1 Lazy Susan Pipe Rack (Holds 5 Pipes)

**Paint**

**Qty Description**

- 1 Optional Striping Package - Black 692-5204-03
- 1 Paint Module: Single-Stage Polyurethane Elite Grey (PPG code: 918363)

**Truck Chassis Information**

Pool Truck Chassis Model	Select a Model	Pool Trucks are subject to availability.	\$0.00
<b>Qty Description</b>			<b>Cost Total</b>
			\$0.00
		VacCon	
		to	
		Purchase	\$135,350.00
		Chassis	
		Customer	
		Supplied	0
		Chassis	
Make		Freightliner	
Model		114SD	
Engine Make and Model		Cummins X-12	
Engine HP and RPM		475 HP	
Transmission Make and Model		Allison RDS 4500	
CA/CT Measurement			
Est Date of Arrival at Vac-Con		1/1/1900	

Dealership Providing Chassis/Phone/Contact

Quote per Ray  
Moffit

---

Offered by: Enviro-Clean Equipment \_\_

Total **\$527,332.00**

Accepted by: \_\_\_\_\_

Enviro-Clean Equipment, Inc.

2395 NW Eleven Mile Ave  
Gresham, OR 97030

Ph: 503.491.3393  
Fax: 503.491.2283  
www.envirocleanequip.com

# Quote

Date	Quote #
1/5/2023	10551

Ship To
West Sound Utility District 2924 SE Lund Ave. Port Orchard, WA 98366

Qty	Description	Total
1	New Vac-Con Model V311LHAE/1300 mounted on a Freightliner 114SD Chassis	527,332.00T
	Additional WA State Vehicle Use Tax	1,582.00
	Federal Excise Tax	20,038.81
	Kitsap Co. (Unincorporated) Sales Tax Loc 1800	48,514.54
<b>Total</b>		<b>\$597,467.35</b>





**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1058-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
AUTHORIZING THE EQUIPMENT PURCHASE OF  
PRIMARY SKIMMER ASSEMBLIES FOR THE  
SOUTH KITSAP WATER RECLAMATION FACILITY**

**WHEREAS**, the SKWRF's 2023 Capital Budget identified a planned expenditure for the replacement of Primary Skimmer #2 (Center) and #3 (East); and

**WHEREAS**, the SKWRF's 2023 Sewer Capital Budget contains sufficient funding for the purchase of the replacement skimmer assemblies; and

**WHEREAS**, the SKWRF had made inquiries to several vendors for supply of the equipment of which five (5) provided quotes and it was determined that Fiber Glass System, L.P. provided the lowest responsible quote which meets the needs of the SKWRF for the replacement skimmers; and

**WHEREAS**, the amount for this purchase is in excess of the \$20,000.00 purchasing authority of the General Manager and requires the approval of the Board of Commissioners; **NOW, THEREFORE**,

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

**Section 1.** The Board of Commissioners hereby approves the purchase of the two Primary Skimmer assemblies as quoted by Fiber Glass System, L.P. in the amount of \$44,000.00 plus WSST and shipping in the amount of \$5,398.00 for a total of \$49,398.00 per Exhibit "A". The Board further authorizes the General Manager to sign the purchase agreement.

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on February 1, 2023.

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

---

Susan Way  
Chairperson

---

James J. Hart  
Vice Chairperson

---

Jerry Lundberg  
Secretary

# Fiber Glass Systems | Completion & Production Solutions

Fiber Glass Systems, L.P.  
 5985 South 6<sup>th</sup> Way  
 Ridgefield, WA 98642  
 Phone: (360) 887-3580  
 Fax: (360) 887-3577  
 Email: [Damon.Quint@nov.com](mailto:Damon.Quint@nov.com)  
 Web: [www.Plasti-Fab.com](http://www.Plasti-Fab.com)

## Quote

Account Manager:  
 Damon Quint  
 Manager, Business Development  
 503-405-6187  
[Damon.Quint@nov.com](mailto:Damon.Quint@nov.com)

Prepared by:  
 Damon Quint

Project: Port Orchard SKWRD – 2<sup>nd</sup> Set – WA  
 Quotation Number: 221117101

Qty	Description	Price	Total
2	12" diameter composite FRP scum skimmer 17'-0" long with: T-304 stainless steel end collars w/ UHMW glides & EPDM seals FRP slotted collection pipe T-304 stainless steel & UHMW center support T-304 stainless steel anchor bolts T-304 stainless steel wall mounted operator pedestal Chain drive assembly w/ hand wheel  ***Worm gear operator design not included.*** ***Ref. PF Job #62274***	\$22,000.00	\$44,000.00
<b>Subtotal</b>			<b>\$44,000.00</b>
Estimated Freight PP&A			\$1300.00

**Terms: Unless otherwise specified, Fiber Glass Systems standard terms are NET 30, contingent upon credit approval.**

### Exclusions:

- Installation, grouting and concrete.
- Fasteners, anchor hardware and adhesive not expressly stated above.
- Appurtenances, fittings, supports, and materials not expressly stated above.
- Controls and operators not expressly stated above.
- Spare parts not expressly stated above.
- NSF-61 compliant components not expressly stated above.
- Site visitation for any reason, including start-up and validation.

- Shop testing and field testing.
- Seismic and PE stamped calculations.

O&M Manuals: When requested, 1 electronic copy only will be provided. Hard copies not included.

Prints: All orders require approval prints. Prints will be sent to customer within **10-12** weeks (based on current backlog) of order placement or credit approval, whichever is later. Please confirm schedules at time of order placement.

Production & Shipping: Production will be **16-18** weeks after approval of prints, not including day of approval receipt, weekends or Holidays. Delivery schedule contingent upon credit approval. Fiber Glass Systems reserves the right to ship increments and invoice per payment terms accordingly. Schedules are based on current shop loads and are subject to prior commitments.

Validity: The price for item(s) quoted is valid for 7 days, freight rate is valid for 7 days, at which time Fiber Glass Systems reserves the right to requote.

Prices: The prices and lead times in this quotation are based on current working rates and supplier prices. In the event of any changes Fiber Glass Systems reserves the right to withdraw or amend this quote.

Surcharge: All orders are subject to material surcharge. The percentage amount will be decided at time of submittal release to production.

Freight: Freight is Pre-paid & Add at invoice. Freight Estimate provided at Buyer request.

Shipment: Unless otherwise agreed to by Seller in writing, the Goods sold hereunder shall be delivered to Buyer FCA Seller's premises per Incoterms 2020.

Open Credit Account: Fiber Glass Systems reserves the right to approve or disapprove any request for credit in its sole discretion. The amount of credit extended to Buyer will be determined by Fiber Glass Systems and may vary from time to time. Buyer waives notice of any change in Buyer's credit limit. Buyer agrees to timely payment of any and all invoices, charges, fees and costs incurred on Buyer's account.

Buyer must complete, sign and return Fiber Glass Systems credit application Form to establish open credit account with Fiber Glass Systems. Credit will be extended by Fiber Glass Systems, to Buyer based on the information provided in the credit application and agreement. Buyer represents and warrants to Fiber Glass Systems, that all information and financial documents provided to Fiber Glass Systems are true and correct. Buyer expressly authorize Fiber Glass Systems, to check Buyer's credit background. This may include obtaining a credit report from a credit reporting agency, requesting information from Buyer's bank or inquiring directly with Buyer's creditors.

Taxes, Duties & Export Fees: Taxes, duties and export fees are not included on this quote. Upon receipt of Purchase Order, please forward either your Tax Resale No, or Exemption Certificate. Taxes are the responsibility of the BUYER.

Escalation: The quoted price is subject to escalation if the shipment date exceeds 180 days (6 months) from the Purchase Order Date. The proposal shall remain firm subject to specific escalation provisions contained in the proposal. In the event of increases in the price of raw materials to Fiber Glass Systems in excess of 10%, as determined by the PPI industrial chemicals index, during the course of the project, the price of the balance of the project shall be escalated in direct proportion to the PPI industrial chemicals index, increase.

AIS: Per the EPA's 3-20-14 Final Guidance information, and per additional valve/gate follow-up information presented by the EPA, slide/slucce/stop gates are not "listed products" and are not considered construction material, so they are therefore exempt from AIS requirements.

Terms & Conditions: All orders are subject to Fiber Glass Systems Terms and Conditions attached.

Quotation: The equipment quoted above is based upon:

- 1) Information received, not including Specifications or Contract Drawings
- 2) Contract Drawings
- 3) Specifications
- 4) Additional information provided during Engineer Consultation

This quotation is only for the equipment specifically listed above and does not include any additional items referred to, inferred or assumed to be included by any specification, correspondence or conversation.

Purchase Orders: Issuance of a purchase order by Buyer shall be deemed an acceptance of Fiber Glass Systems Terms and Conditions. By signing the quote, Buyer agrees and is bound by Fiber Glass Systems Terms and Conditions.

Fiber Glass Systems, L.P.  
5985 South 6<sup>th</sup> Way  
Ridgefield, WA 98642

BUYER: \_\_\_\_\_

Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Subject: Primary Skimmer Replacement Quote Selection**

The 2023 Capital Project saw the SKWRF budget for two primary replacement skimmers; I contacted multiple vendors to supply costs for the equipment. We received numerous quotes listed below and selected the lowest responsible bidder, Fiber Glass Systems, L.P.

1. Brentwood/Polychem:  
2- Carbon steel construction skimmers  
\$56,500
2. Brentwood/Polychem:  
2- FRP skimmers  
\$76,666
3. Goble Samson:  
2- FRP scum skimmers  
\$51,564
4. Fairfield Service Company of Indiana:  
2- Scum skimmers  
\$61,210
5. Fiber Glass Systems:  
2- FRP scum skimmers  
\$44,000



**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1059-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING THE HIRING OF MR. ERIC JAHN**

**WHEREAS**, West Sound Utility District advertised and received applications for a Utility Specialist Trainee position; and

**WHEREAS**, Interviews were conducted with the most qualified candidates with Mr. Eric Jahn being selected as the most capable person to fill the position; and

**WHEREAS**, it is the desire of the Operations Manager, Utility Foreman, and General Manager to hire Mr. Jahn as a Utility Specialist Trainee; **NOW, THEREFORE**,

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

**Section 1.** The General Manager's hiring of Mr. Jahn to fill the position of Utility Specialist Trainee is hereby confirmed by the Board of Commissioners. The Board further approves Mr. Jahn commencing work on or after February 13, 2023, and setting his salary at Pay Grade 9, Step 3 (\$4,888.43/mo.).

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on February 1, 2023.

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

---

Susan Way  
Chairperson

---

James J. Hart  
Vice Chairperson

---

Jerry Lundberg  
Secretary





**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1060-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING A SALARY STEP INCREASE  
FOR OPERATOR II, JUSTIN SMITH**

**WHEREAS**, Mr. Justin Smith was hired by West Sound Utility District on February 1, 2017 as a Plant Operator I for the SKWRF and is currently serving as an Operator II; and

**WHEREAS**, a satisfactory performance evaluation of Mr. Smith was recently conducted by his supervisor and reviewed by the General Manager and Mr. Smith has become eligible for a salary step increase; and

**WHEREAS**, the General Manager recommends such pay grade increase be confirmed by the Board of Commissioners; **NOW, THEREFORE,**

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

**Section 1.** The Board of Commissioners hereby confirms effective February 1, 2023, that the salary of Mr. Smith shall be increased from Pay Grade 15, Step 4 (\$6,878.52 per month) to Pay Grade 15, Step 5 (\$7,222.44 per month).

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** regularly scheduled meeting on February 1, 2023.

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

---

Susan Way  
Chairperson

---

James J. Hart  
Vice Chairperson

---

Jerry Lundberg  
Secretary