

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

February 15, 2023
1:00 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 February 1, 2023
2. Approval of Vouchers WSUD #31173 through #31205 in the amount of \$126,512.68
3. Approval of Vouchers SKWRF #17330 through #17353 in the amount of \$75,673.06
4. February Payroll in the Amount of \$212,178.98

BOARD DISCUSSION/ACTION ITEM

1. Discussion, Accessory Dwelling Unit Policies
2. Resolution 1061-23, SKWRF Lead Operator Job Description
3. Resolution 1062-23, Step Increase, WSUD 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

March 1	Regular Board Meeting
March 15	Regular Board Meeting
March 22	Sewer Advisory Committee Meeting (Location to be determined)
April 5	Regular Board Meeting
April 19	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
Wednesday, February 1, 2023 at 1:00 p.m.

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

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manager
Joy Ramsdell, Finance Manager
Ken Bagwell, Attorney
Amber Brooks, 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 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

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 1057-23, WSUD Equipment Purchase, Industrial Vacuum Truck
Passed 3-0

Resolution 1058-23, SKWRF Equipment Purchase, Primary Skimmer Assemblies
Passed 3-0

Resolution 1059-23, Confirming the Hiring of Utility Specialist Trainee, Eric Jahn
Passed 3-0

Resolution 1060-23, Step Increase, SKWRF Employee
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.
- Comments to Ecology and resubmittal of the IUS.
- Comments to Ecology on High-Glow scenarios at the SKWRF.
- Primary skimmer replacement.

PSE Conservation Grant Agreement (2021-2023)

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

Rotary Drum Thickener-ESCO (2022)

- Final design review meeting happened last week.
- Waiting for the signed finals. No further updates.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Updates on grant funding. 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.

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

- JJ had a meeting with the engineers today and I haven't heard the outcome from that yet.

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 continue.
4. Water main prep for upper gradient is pushed back.
5. Vac-Con ready to order.
6. New TV Van will be put out to public bid.
7. New hire Eric Jahn, has CDL w/ endorsements. Will focus on our meter needs.
8. Tons of applicants from the indeed posting. Going through those now with the Foreman.
9. Bill will be out a few weeks with ankle surgery.
10. Looking into Mission updates for correct flow information reports. Two new flow meter installations soon.
11. Met with fire alarm contractor. We need a new system. Cannot get parts for repair of the old one (2001)

Water Production: Through December

- 2021- 651,249,000
- 2022- 615,472,000
- 1.3 million day avg.
- Difference- -35,777,000 less

Rain Gauge:

- 2021- 57.48
- 2022- 53.49

Difference – 3.99” LESS than last year

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- Billed consumption 40m gallon, up 6%.
- Jan revenues - Water \$357K, 13% up and added 53 new ERU; Sewer \$388K, 98 new sewer ERU with total over \$1M GFC revenue.
- 1,835 online pay including 1,595 autopay, there were 34 final bills.
- Sent out 150 past due letters, 47 accounts were shut off.
- January billing was challenging and finally completed yesterday. With new meter reader, Customer service worked hard on setting up in city charge for city customer accounts and modifying the billing statement accordingly.
- Continue working on year end. Completed projects were capitalized and depreciation was done. The goal is to complete all adjustment so we can close the books at the end of this month. I hope to have no more invoices for 2022 after February 17th.

GENERAL MANAGER’S REPORT

General Manager Randy Screws reported:

- Continuing to work on the cyclical end-of-year items.
- Fire line/ fire suppression. Consultants have provided a draft copy of the Technical Memorandum. Technical Memorandum is under review and discussion.
- Continue reviewing the District’s ADU Policies. Working towards providing the Board information at the next meeting.
- Working on procurement documents for the TV Inspection Vehicle identified in the 2023 Sewer Capital Plan.
- Kitsap County is updating its capital facilities plan, which includes WSUD and SKWRF. WSUD submitted information on collections, conveyance, and treatment.
- Staff are looking into procuring a carport-type area for vehicles to protect the District’s vehicles currently in the open. More to come as we investigate.
- Randy Bowers has submitted his intent to retire in 2023.

A five-minute Executive Session is being requested for a Discussion of the Performance of a public employee (RCW 42.30.110(1)(g)). Action is to be taken after the Board is out of Executive Session.

COMMISSIONERS’ REPORTS

Commissioners Way and Lundberg had nothing to report.

EXECUTIVE SESSION

The Board and GM Randy Screws entered a five minute Executive Session at 1:35 p.m. Executive Session ended at 1:40 p.m. with no action taken.

ADJOURN

Commissioner Way moved to adjourn the meeting at 1:41 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 1061-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING A NEW JOB DESCRIPTION FOR THE POSITION OF
LEAD OPERATOR FOR SKWRF**

WHEREAS, the District’s personnel policies include a comprehensive index of job descriptions which are periodically updated; and

WHEREAS, the Board of Commissioners approved by Resolution 1038-22 on November 1, 2022, the 2023 Salary Schedule which included a new position identified as Lead Operator for SKWRF; **NOW THEREFORE**,

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

Section 1. The job description for “Lead Operator” (Exhibit “A”) is hereby approved and adopted.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Regular Board meeting held on February 15, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

WEST SOUND UTILITY DISTRICT

Job Description

Job Title: Wastewater Treatment Facility – Lead Operator

FLSA: Non-Exempt

Reports to: Plant Manager

General Function

This position serves as the operator in charge during any given shift and is second in command to the Wastewater Treatment Plant Manager. The incumbent is guided by assignments received from the Wastewater Treatment Plant Manager but exercises independent judgment in accomplishing the work. The incumbent plans, coordinates and directs the work assignments of individuals and crews in the operation and maintenance of the South Kitsap Water Reclamation Facility.

Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Assists in overseeing the operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process control which increase plant efficiency.

Specific duties and responsibilities include, but are not limited to:

1. Responsible for assisting Plant Manager in hiring, training, scheduling, and evaluating of staff.
2. Responsible for maintaining safe standard operational practices and environmental conditions in the treatment plant facility. Plan, prioritize, direct and participate in treatment plant operations and maintenance activities, including daily routine or unforeseen incidents/occurrences.
3. Monitor treatment plant processes and direct operations staff in controlling those processes to ensure the final effluent meets established federal, state, and local standards.
4. Responsible for developing and instructing operators in standard operational and maintenance procedures and ensuring established policies are followed.
5. Ensure operations staff has proper training and materials required to effectively perform assigned tasks.

6. Works with instrumentation technician in identifying, troubleshooting and correcting, and improving any SCADA or electrical-related issues within the treatment plant.
7. Optimize treatment plant processes, equipment, and chemical systems.
8. Operate and maintain an odor control system. Respond to odor complaints and make necessary adjustments.
9. Work weekends and holidays as necessary and respond to emergencies, equipment failures, and staffing shortages that may occur at any time.
10. May be assigned to on-call rotation.
11. Demonstrate regular and reliable attendance.
12. Gather and test wastewater samples for NPDES Permit required testing and process control data in accordance with regulatory requirements.
13. Purchase supplies, materials, equipment, and chemicals necessary to operate and maintain the treatment plant.
14. Be able to perform the general functions of the Plant Manager in their absence.
15. Generate required reports for all regulatory agencies, such as EPA, DOE, DNR, and State and local Health Department.
16. Performs other related duties as assigned

Training and Educational Requirements

High school diploma or G.E.D. and at least five (5) years' experience in wastewater treatment plant operations, a minimum of three (3) years' experience as Wastewater Treatment Plant Operator III with two (2) years demonstrated leadership/supervisory experience.

The employee is required to have a valid Washington State driver's license at all times.

The employee is required to maintain professional growth requirements and meet professional growth requirements as required under the Washington State Plant Operator III Certification Program.

Any combination equivalent to: college-level coursework in chemistry, biology, microbiology, wastewater or process industry laboratory is desirable.

Minimum Knowledge, Skills, and Abilities:

1. Knowledge of principles, practices, equipment, procedures, and supplies related to the operation of conventional activated sludge, MBR, and Class B Biosolids.
2. Knowledge of laboratory sampling and wastewater testing techniques, laboratory equipment, record keeping, and regulatory reporting.
3. Knowledge of safety hazards associated with wastewater treatment plant operation and maintenance.
4. Knowledge of confined space entry.
5. Skills in basic computer operations, including word processing, spreadsheets, and specific programs related to control and monitoring of wastewater treatment plant operation, maintenance and communication.
6. Ability to use a variety of hand tools, power tools and industrial equipment.

7. Ability to identify, troubleshoot and quickly respond to equipment malfunctions and treatment plant process issues.
8. Ability to communicate with the public, general contractors and vendors effectively and professionally.
9. Ability to resolve problems at the lowest organizational level.
10. Ability to assist in managing staff issues, including employee evaluation, training, scheduling, leave requests and timesheets.
11. Ability to read and understand maintenance manuals, diagrams and blueprints.
12. Valid First Aid card within six months of employment.
13. Wastewater Treatment Operator Certification Group III
14. Lift Truck Operator Certification within one year of employment
15. Must live within 30 minutes response time from the treatment plant if placed in an after-hours on call rotation.
16. Must have and maintain telephone service for emergency call-outs.
17. Ability to work holidays, weekends, and flexible hours to meet workload requirements.

Other

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1062-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT
BOARD OF COMMISSIONERS
CONFIRMING A WAGE GRADE/STEP INCREASE FOR
UTILITY FOREMAN JERALD JOHNSON**

WHEREAS, Jerald Johnson was hired on October 1, 2000, by West Sound Utility District and is currently performing work in the Water/Sewer Operations Department as the Utility Foreman/Inspector; and

WHEREAS, a satisfactory performance evaluation of Mr. Johnson was recently conducted by the Operations Manager and reviewed by the General Manager; and

WHEREAS, the Board of Commissioners approved by Resolution 1038-22 on November 1, 2022, the 2023 Salary Schedule which included a grade change for the position of Utility Foreman; and

WHEREAS, it is the recommendation of the Operations Manager that Mr. Johnson receive a Step increase and the General Manager concurs and recommends such increase be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

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

Section 1. Effective February 1, 2023, Jerald Johnson's salary shall be increased from Pay Grade 19, Step 4 (\$8,360.88) to Pay Grade 19, Step 5 (\$8,778.93).

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on February 15, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary