

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

March 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 March 1, 2023
2. Approval of the Public Meeting Minutes of March 9, 2023.
3. Approval of Vouchers WSUD #31234 through #31272 in the amount of \$66,067.25
4. Approval of Vouchers SKWRF #17368 through #17390 in the amount of \$61,777.64
5. Approval of March Payroll in the Amount of \$213,566.05

BOARD DISCUSSION/ACTION ITEM

1. Ms. Charlotte Cole , Leak Adjustment
2. Proclamation, Randall Bowers
3. Resolution 1068-23, Authorizing Contract Award, TV Inspection Vehicle
4. Resolution 1069-23, Declaring Surplus Property, SKWRF
5. Resolution 1070-23, Declaring Surplus Property, SKWRF Vehicle
6. Resolution 1071-23, Declaring Surplus Property, WSUD
7. Resolution 1072-23, Declaring Surplus Property, WSUD Vehicles
8. Discussion, Accessory Dwelling Unit Policies

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 22	Sewer Advisory Committee Meeting (Location to be determined)
April 5	Regular Board Meeting
April 19	Regular Board Meeting
May 3	Regular Board Meeting
May 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
Wednesday, March 01, 2023 at 1:00 p.m.

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

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

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of February 15, 2023
2. Approval of Vouchers WSUD #31206 through #31233 in the amount of \$71,213.72
3. Approval of Vouchers SKWRF #17354 through #17367 in the amount of \$38,583.86

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

BOARD DISCUSSION/ACTION ITEM

Introduction, New Employee Eric Jahn, Utility Specialist Trainee

Eric came in and introduced himself and told the Commissioners a little about himself.

Resolution 1061-23, SKWRF Lead Operator Job Description

Passed 3-0

Resolution 1063-23, Professional Services Agreement, N.L Olson & Associates, Inc.

Passed 3-0

Resolution 1064-23, Amending Administrative Policies, Absence without Duly Authorized Leave

Passed 3-0

Resolution 1065-23, Authorizing Grant Agreement, Ecology Nutrient General Permit

Passed 3-0

Resolution 1066-23, Confirming the Hiring of Utility Specialist Darryl Boco
Passed 3-0

Resolution 1067-23, DEC Acceptance, Berg Plat Phase II
Passed 3-0

Discussion, Accessory Dwelling Unit Policies

They left this till the end of the meeting and it was just the Commissioners and Randy Screws in this discussion

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permit.
- Placed order for Primary skimmer replacement. This replacement may go into next year due to the lead-time set for September 2023 and since this replacement will be done in house, staffing concerns may be an additional factor in completion times.
- Reaching out for quotes on grit pump replacement. I received three quotes. Waiting for one more.
- Reaching out for quotes on generator switchgear replacement. Received two so far. We had our YSI Nutrient analyzers installed last Friday and appear to be working great. We have not fully dove into the analyzers yet but they will become part of our operational strategies in the future

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement. I mention this every meeting we have, and it probably doesn't do much to hear about it, but it's been a positive for the plant in various ways. It's helped us learn better ways to operate. Showed us new and advanced equipment and devices for treating wastewater. It provides free rentals of tools, meters, and equipment, with only paying the return shipping costs. We've earned grant money for reaching milestones in the program. We've been approved for over \$100,000 in grant funding because we are in the program that we have yet to take advantage of. We are currently looking at additional grant funding through PSE for our current RDT project.
- I would recommend this program to anyone who has not participated in one yet.

Rotary Drum Thickener-ESCO (2022)

- 100% design approved and stamped by the Dept. of Ecology.
- Construction QAP submitted and approved by Ecology.
- Thickener delivery set for 5/5.
- Mobilization set to begin 5/12.
- Closeout set for 7/1, with full completion by end of August.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- We did come in under our reporting limits of nutrients for 2022. Our Action level is 215,000 lbs. and we came in at close to half of that at 143,405 lbs. If we were to exceed

the 215,000 lbs. action level we would be held to more strict reporting as well as additional requirements such as equipment procurement, capital projects, and such to make modifications in the plant processes to maintain levels below what is required. So, coming in under that limit is a good thing for those who wonder what that means.

- Grant funding through Department of Ecology is just pending signatures to proceed. This will go to the Board Meeting today. There is \$119,000 available for SKWRF to claim and utilize for nutrient optimization actions.
- Currently collaborating with Jacobs engineering through AWC on nutrient optimization planning. This was another opportunity I jumped on. A meeting is set for March 9th to go over Nutrient Optimization Plan.

OPERATION MANAGER'S REPORT

Operation 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

- WSUD submitted more info to HDR last week. Waiting on 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.

Intertie with Manchester

- Engineering has been completed by WSE. Received updated costs. We can take the next step once the water system is approved.

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. Vac-con ordered. End of April/May.
5. New TV Van bidding was February 28th, 2023.
6. Interviewed 4 applicants. Great applicants. Daryl Boco
7. Crew has been working on our annual Meg and amp of water and sewer sites.
8. Met w/ fire alarm contractor. We need a new system. Cannot get parts for repair of the old one (2001). They are still waiting on an electrical contractor to give them a bid.
9. Transfer switch delivered for Salmonberry generator.
10. Looking into leak detection companies for a service.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Billed 31 million gallons of water in February, which was 10% decrease from February 2022.
- February revenue for water was \$317K, Sewer was \$466K, it is up 16% and water is 17 new connections and 10 new sewer besides 138 units at Bridge View Trial Apartment's.
- All adjustments were completed for January billing errors and February billing is fine.
- All adjustments including pension liabilities were completed. Closed year 2022.
- Working on financial statements for annual reports.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Fire line/ fire suppression.. Technical Memorandum is under review and discussion.
- TV Inspection Vehicle identified in the 2023 sewer Capital Plan. Sealed bids were due yesterday at 2:00. The District had one bidder and staff is currently reviewing the bid documents to ensure consistency with the RFP.
- Staff is continuing to assess procuring a carport-type area for vehicles to protect the District's vehicles currently in the open.
- General Sewer Plan. There will be a meeting with HDR Engineering on March 9th at 11:00 to begin the discussions of project scoping for the General Sewer Plan.
- Staff is working on re-establishment of a franchise agreement with WSDOT for water utilities. The District did have an agreement that was not extended by the District in 2017. The District will need to complete a franchise consolidation process for the lapsed franchise agreement. The District is required to resubmit locations, elevations and as builds for all water infrastructure within the two state Right of Ways within our service area.

COMMISSIONERS' REPORTS

Commissioner Hart reported attending the Section 2 online meeting. Commissioners Way and Lundberg had nothing to report.

EXECUTIVE SESSION

No executive session requested.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 3:52 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

Susan Way

Chairperson

James Jay Hart

Vice-Chairperson

Jerry Lundberg

Secretary

WEST SOUND UTILITY DISTRICT
Minutes of Open Public Meeting
2924 SE Lund Avenue, Port Orchard, WA 98366
Thursday, March 09, 2023 at 11:00 a.m.

Chairperson: Susan Way
Vice Chairperson: James J. Hart
Commissioner: Jerry Lundberg (Not Present)

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Jeff Hansen, HDR Engineering, Inc.
Dave Kuhns, HDR Engineering, Inc.
Jerald Johnson, Utility Foreman
Jacob Holcombe, GIS/IS

A work session began at 11:00 to discuss scoping and budget of the District's General Sewer Plan with staff and with HDR Engineering, Inc.

ADJOURN

The meeting adjourned at 1:15. No action was taken.

Susan Way
Chairperson

James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary



WEST SOUND UTILITY DISTRICT PROCLAMATION

WHEREAS, Randall Bowers served as a team member of West Sound Utility District beginning in April of 2003; and

WHEREAS, Randall has provided professional services and expertise to the District serving various roles, responsibilities, capacities, and areas of need as requested by the District; and

WHEREAS, as a result of Randall’s efforts, recommendations, mentorship, leadership, and positive influences, the District has been able to function effectively and efficiently; and

WHEREAS, Randall’s commitment to personal and professional growth and to the members of the WSUD staff, he has impacted others in a positive manner; and

WHEREAS, Randall is highly respected in the community and is always ready, willing and able to assist and support his coworkers, friends, and neighbors in times of need; and

WHEREAS, Randall has well served the District, his fellow co-workers, District customers and has left an everlasting impression on those he has interacted with and has made an everlasting difference; **NOW, THEREFORE**,

BE IT PROCLAIMED THROUGHOUT THE DISTRICT THAT THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT, together with District staff, do hereby express deep appreciation of Randall Bowers for his service, work ethic, friendship, and dedication to the District, fellow coworkers, and above all, for the time he shared with all. Furthermore, we celebrate Randall’s transition into the life of retirement where he will have more free time to explore, create, interact, influence others, and continue to enjoy life.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT at a regularly scheduled meeting on March 15, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1068-23**

**A RESOLUTION OF THE WEST SOUND UTILITY DISTRICT
BOARD OF COMMISSIONERS
AUTHORIZING CONTRACT AWARD OF THE BID FOR THE PURCHASE OF
A TV INSPECTION VEHICLE AND RELATED EQUIPMENT**

WHEREAS, the District’s 2023 Sewer Capital Improvement Budget contains funding for the replacement of the 2004 Chevrolet C5500 TV Van; and

WHEREAS, the vehicle and equipment type needed is not on the Department of Enterprise Services State Contract for procurement; and

WHEREAS, the projected purchase prices for procurement of the replacement TV Inspection Vehicle and Related Equipment in excess of \$50,000 and pursuant RCW 57.08.050, a competitive bid process is required; and

WHEREAS, the district as part of the competitive bid process before awarding any such contract published a notice in a newspaper of general circulation where the district is located at least once thirteen days before the last date upon which bids were received, inviting sealed proposals for such equipment supply with desired specifications and at the time of publication of the notice, kept on file, a copy of the request for proposals (Exhibit “A”) subject to public inspection; and

WHEREAS, the lowest responsible bidder for the TV Inspection Vehicle and Related Equipment was submitted by Enviro-Clean Equipment, Inc. (Exhibit “B”) in the amount of \$302,863.86 inclusive of Vehicle Use and Sales Tax; **NOW, THEREFORE,**

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

Section 1. The Board of Commissioners hereby approves the contract award to Enviro-Clean Equipment, Inc. for the purchase of a TV Inspection Vehicle, Related Equipment, Excise Tax, and Kitsap County Sales Tax in the amount of \$302,863.86. The Board further authorizes the District’s General Manager to sign the contract (Exhibit “C”) and any related documents for the equipment purchase.

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

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

INVITATION TO BID

Television Inspection Vehicle & Related Equipment

West Sound Utility District
2924 SE Lund Avenue
Port Orchard, WA 98366
360-876-2545

February 2023

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INVITATION TO BID

Sealed bids will be received by West Sound Utility District (“District”) until 2 p.m. on February 28, 2023, at the office of West Sound Utility District located at 2924 SE Lund Avenue, Port Orchard, Washington, 98366, for the following equipment purchase: **ONE (1) TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT**. Bids received after such time and date will not be considered. No Bidder may withdraw a Bid after the deadline for the submittal of bids. Bids properly received will be publicly opened and read at the District Offices following the deadline for the submission of bids.

The equipment to be purchased under this Contract includes all the equipment described in the specifications, bid, and contract documents (collectively the “Contract documents”).

Bids shall be submitted in accordance with the Contract Documents. Bids shall constitute offers to West Sound Utility District which shall be binding for thirty (30) days from the date of bid opening. West Sound Utility District reserves the right to reject any bid, any portion of any bid and/or to reject all bids. West Sound Utility District further reserves the right, but without obligation, to waive informalities and irregularities. **No bid will be considered unless accompanied by a bid guaranty (certified or cashier's check, surety bond, or postal money order) payable to West Sound Utility District in an amount not less than five percent (5%) of the Bid.**

Bid Specifications and Contract Documents may be obtained at the West Sound Utility District office at the address above or by downloading from the district website at www.wsud.us/rfps.

Bids will be evaluated based on capital cost, operational cost, and operation and maintenance requirements for the equipment. The District reserves the right to award the equipment purchase contract (“Purchase Contract”) to the lowest responsive, responsible bidder as it best serves the interest of the District. The Bidder to whom the Purchase Contract is awarded shall execute and return the Contract to the District within fifteen (15) calendar days from the date the Notice of Award is mailed to the Bidder. In case of failure of the Bidder to execute the Contract, the Bidder shall be in default, the Bid Bond shall be forfeited to the District and the District shall have the right to award the Purchase Contract to the next lowest responsive, responsible Bidder.

Questions regarding Bid Specifications, Contract Documents, or this invitation to bid may be directed to John Tapia at West Sound Utility District at 360-874-5012 or jtapia@wsud.us. A bidder may be required to submit a question in writing. No oral responses to questions by District personnel about the bid will be binding on the District.

Published: February 10, 2023

END OF SECTION

BID GUARANTY
WEST SOUND UTILITY DISTRICT
BID BOND FORM

Herewith find deposit in the form of a certified check, cashier's check, or cash in the amount of \$ _____ which is **not less than five percent (5%) of the total bid for (1) Television Inspection Vehicle and Related Equipment.**

Sign Here:

BID BOND

Know all men by these presents, that we _____ as Principal and _____ as Surety, are held and firmly bound unto WSUD, as obligee in the penal sum of _____ dollars, for the payment of which the principal and the surety binds themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents. The condition of the obligation is such that if the obligee shall make any award to the principal for _____, according to the terms of the proposal or bid made by the principal therefore, and the principal shall duly make and enter into a contract with the obligee in accordance with the terms of said proposal or bid award and shall give bond for faithful performance thereof, with surety or sureties approved by the obligee; or if the principal shall, in case of failure to do so, pay and forfeit to the obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the surety shall forthwith pay and forfeit to the obligee, as penalty and liquidated damages the amount of this bond.

Signed, sealed, and dated this _____ day of _____, 2023.

Principal: _____

Surety: _____

Return of deposit in the amount of
\$ _____

Date: _____

By: _____

TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT BID

To: West Sound Utility District

From Bidder: _____

1. GENERAL

The undersigned Bidder, having reviewed the Invitation to Bid and Technical Specifications for one (1): **TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT** purchase, and being familiar with the Contract Documents, hereby proposes and agrees, if this bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to provide the equipment as specified or indicated in the Contract Documents and within the contract time indicated in this bid and in accordance with the Contract Documents for an amount computed upon the basis of the equipment to be provided at the following prices.

2. BID SCHEDULE

The Owner reserves the right to purchase one (1): **TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT**, subject to the completion and delivery schedule set forth below.

Delivery within one hundred twenty (120) days after the effective date of the Notice of Award of the Contract and as specified in the contract documents.

Note: Bid prices for all items, all extensions and total amount of Bid must be shown below. **Show bid amounts in both figures and words; where a conflict occurs, the written words shall control.**

Bid Item	Description	Price
One (1) Television Inspection Vehicle and Related Equipment		\$ _____
Washington State Excise Tax		\$ _____
Washington State Sales Tax (Kitsap County, 9.2%)		\$ _____

TOTAL BID PRICE IS (Total of Bid, including taxes and delivery) \$ _____

The Total Amount Bid in words

Total amount bid includes all applicable taxes and shipping F.O.B. Port Orchard, Washington.

3. COMPLETION TIME

Bidder proposes and agrees, if awarded the Purchase Contract, to provide and deliver to the Owner (1) **TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT** which is the subject of the Bid within one hundred twenty (120) days after the effective date of the Notice of Award of the Contract and as specified in the contract documents.

Bidder accepts the provisions of the Purchase Contract as to liquidated damages in the event of failure to provide and deliver the Equipment on time.

4. ADDENDA

Bidder has examined copies of all the Contract Documents and acknowledges receipt of the following addenda:

Addendum No. Date of Receipt and Acknowledgement

- 1.
- 2.

5. This Bid is submitted on and by:

Name of Bidder: _____

Signature: _____

Name (Print): _____

Title: _____

Date: _____

Address of Bidder: _____

Telephone No.: _____

Fax No.: _____

Labor and Industries Account No.: _____

6. REFERENCES

Bidder must provide three (3) references that have recently purchased the Bidder's equipment, including name, telephone number, and address.

7. COMPLIANCE WITH SPECIFICATIONS

The proposed equipment must fully comply with the attached Technical Specifications or equal as demonstrated by bidder to qualify as a responsive bid. Bidder must list, in the space provided below, or attached, all deviations and substitutions or proposed “as equal” component to the specifications which are included with this Bid. Bidder may attach additional information or pages in order to comply with this requirement.

A completed list of proposed deviations and substitutions submittal will be required to enable the Owner to evaluate whether the proposed items comply with the requirements of the specifications, to be determined by the Owner in the Owner’s sole discretion.

END OF SECTION

EQUIPMENT PURCHASE CONTRACT

This Agreement (“Agreement”) is made and entered into this ___ day of _____, 2023, between West Sound Utility District, a municipal corporation (“District” or “Owner”) and _____ (“Vendor”) (individually a “Party” and collectively “Parties”).

RECITAL

WHEREAS, the District desires to purchase and Vendor desires to sell, the equipment (“Equipment”) described in the Bid and Technical Specifications and incorporated herein by this reference (“Bid”) on the terms and conditions stated in this Agreement below.

AGREEMENT

In consideration of the terms and conditions set forth in this Agreement, the District and Vendor agree as follows:

1. Purchase and Sale of Equipment. The District shall purchase from Vendor and Vendor shall sell, furnish and deliver to the District the Equipment in accordance with the terms and conditions of the Bid. If any term or condition stated in the Bid conflicts with a provision in this Agreement, the provision in this Agreement shall control. Vendor shall deliver the Equipment to the District at the location specified in writing by the District.

2. Purchase Price. The District shall pay Vendor the amount stated in the Bid for the Equipment including applicable Washington State taxes (“Equipment Cost”). The Equipment Cost includes all costs associated with the Equipment, as described in the Bid, including but not limited to labor, materials, freight, overhead, administrative, and permit and regulatory costs, unless otherwise agreed in advance in writing. Vendor shall make sales tax and other tax payments to the State as provided by statute.

3. Supply Deadline/Liquidated Damages. Vendor agrees to complete all requirements of the Bid and deliver (1) Television Inspection Vehicle and Related Equipment to the District no later than 120 days after the effective date of the Notice of Award of the Contract and as specified in the contract documents (the "Delivery Date"). If the Equipment is not delivered by the delivery deadline in this section then, because of the difficulty in computing the actual damages to the District arising from any delay in providing the Equipment, the Parties determine in advance and agree that the Vendor shall pay the District as liquidated damages for delay (but not as a penalty) the amount of \$200 per calendar day for each day after Delivery Date until the Equipment is delivered. The Parties agree that such amount represents a reasonable forecast of the actual damages that the District will suffer by failure of the Vendor to deliver the Equipment to the District within the agreed time. The execution of this Agreement constitutes acknowledgement by the Vendor that Vendor has ascertained and agrees that the District will actually suffer damages in the amount herein fixed.

4. Vendor’s Responsibilities. Vendor shall provide and bear the expense of all equipment, materials, and labor that may be required for the furnishing and delivery of the Equipment provided for in this Agreement, unless otherwise provided in the specifications for the Bid.

5. Payment Terms. Upon delivery of the Equipment, Vendor shall invoice the District for the Equipment Cost in the amount of the Bid awarded. The District shall pay Vendor for the Equipment within 45 days of the date of the invoice.

6. Warranty. In addition to all Vendor supplied warranties, Vendor shall warrant and guarantee the Equipment as set forth in the warranty to be negotiated with the successful bidder prior to notice of award of the bid; at a minimum the Vendor shall warrant the Equipment to be free of defects in workmanship and material for at least if not more than a period of one (1) year after the District’s receipt and acceptance of the Equipment. Vendor shall correct all defects in workmanship and materials occurring within one (1) year from the date of the District’s receipt and acceptance of the Equipment at Vendor’s expense. When defects are corrected, the warranty for that portion of the Equipment shall extend for an additional one year from the date such correction is completed and accepted by the District. Vendor shall begin to correct any defects within 10 days of notice from the District of the defect. If Vendor fails to perform the corrective work within 30 days of such notice, the District may complete the correction and Vendor shall pay all costs incurred by the District to perform the correction.

7. Termination. The District shall have the right to terminate this Agreement for public convenience or good cause. “Good cause” shall include, but is not limited to, any one or more of the following events: (a) Vendor’s failure to provide the Equipment within the time specified in this Agreement; (b) Vendor’s failure to comply with any federal, state, or local laws, regulations, rules or ordinances; or (c) Vendor’s filing for bankruptcy or being adjudged bankrupt.

8. Attorneys’ Fees. In the event that either Party to this Agreement shall file or commence a legal action to resolve a dispute between the Parties arising from this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorneys’ fees and costs, including any fees and costs incurred in an appeal.

9. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements and understandings of the Parties with respect to the subject matter hereof. No modification or amendment of this Agreement shall be binding and enforceable on the Parties unless executed in writing by the Parties.

10. Governing Law; Jurisdiction. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Washington. The Parties agree that any legal action or proceeding arising out of or relating to this Agreement shall be filed in the Superior Court of Kitsap County, Washington.

West Sound Utility District

VENDOR

By: _____

By: _____

Its: _____

Its: _____

END OF SECTION

TECHNICAL SPECIFICATIONS FOR ONE (1) TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT:

The Television Inspection Vehicle and Related Equipment shall be used in the maintenance and operations of the District's sewer utility systems.

The proposed equipment shall meet or exceed the following details, standards and specifications:

Build Preference	
Mercedes Sprinter Van	2500 High Roof - 170" EXT Wheelbase Diesel Engine
Front Office	Package installation into Sprinter Van <ul style="list-style-type: none"> - Non Slip Flooring - Kemlite Covered & Insulated Walls & Ceiling - Interior Partition Wall with Pass-through Door to Rear - Utility Shelf Mounted On Partition Wall - Control Room Counter Top Workstation - Rack Mount Storage Drawers (3) - Control Room LED Ceiling Mounted Light - 110V Electrical Receptacle Outlets (2) W/USB - Printer/ Scanner - 34" PBP Monitor - Worksite Viewing Monitor
Rear Work Area	Rear work area <ul style="list-style-type: none"> - LED Ceiling Mounted Lights (2) - 110V Electrical Receptacle Outlets (4). (1) with USB - Heavy Duty Toolbox w/ Cable Locking Pull Latches- Curbside <ul style="list-style-type: none"> - Working Counter Top - Curbside - Shelf Over Wheel Well- Curbside - Cabinet Holds Inverter/ Batteries - Street side - Wash Down Tank - Water Pump & 25' Retractable Reel - Reel Rack- 2 Compartment Drawer & Slide Tray - (4) 6' Fiberglass Poles With Camera Hook - Sanitary Station- Sanitizer, Towel & Rubber Glove Holder - Rear Flood Light (1) - Backup Camera for Worksite. Tied To Control Room Monitor <ul style="list-style-type: none"> - 32" TV for Inspection Viewing- Mounted - LED Directional signals Sub-Roofline Mounted - 14 LED Strobes on Chassis - 3000 Watt Go-Power Inverter - 30 Amp Converter Charger w/Shore Power Plug & Cord - 4 Fiber Glass Downhole Poles Mounted on Rear Door

Controller

Vehicle Mounted Control Unit

Material	Stainless steel & aluminum
Interfaces	> Built in WI-FI > RS232 > USB2.0 > (2) BNC out connections
Internal Storage	Built in 30 GB minimum storage (SSD). <i>NO EXCEPTION</i>
External Storage	> Two (2) USB ports > One (1) SD card port
Setup	> Designed for stationary operation > Physical controls, NOT touch screen
Video Recording File Format	Videos recorded directly onto command module shall be recorded in MPEG - 4 format
Picture Recording File Format	Ability to take .jpeg pictures during live inspections
General Controls	> Twin Joysticks <ul style="list-style-type: none">- Left joystick controls crawler functions- Right joystick controls camera functions > Grouping of controls based on function, groups consists of: <ul style="list-style-type: none">- Crawler- Camera- Media- Survey- Cable reel > 6 color coded keys (F1–F6) <ul style="list-style-type: none">- keys will allow selection within various menus
Crawler Controls	> Six (6) speed cruise control forward and reverse <ul style="list-style-type: none">- “Stop” function for cruise control > Option of 33HZ / 512HZ or 640HZ frequencies <ul style="list-style-type: none">- Ability to turn frequency mode to “Pulse” > Toggle camera display from front to rearview camera > Menu to select the following: <ul style="list-style-type: none">- Tire size- Cable reel mode- Motorized arm/lift location- Start/Stop inclinometer report

Camera Controls	<p>Built-in keyboard controls to operate the following:> Zoom> Auto focus versus manual focus> Adjustable camera lighting> Auto-Home camera position and zoom home> Laser measurement - Defect measurement - Diameter measurement - Water level - Point measurement - Clock measurement> “Go to” options automatically position camera head - Up / Down / Right / Left - Auto-rotate 360 degrees clockwise & counter clockwise</p>
Power Source	Built in Battery
External Power	<p>> 24V Power supply</p> <ul style="list-style-type: none"> - Provides power for the Controller - Charges control unit’s internal battery source
Key Board	<p>> Built-in to desk mounted controller</p> <p><i>Separate keyboards or touch screen not accepted</i></p>
Text Overlay	<p>>Ability to type text overlay during video recording AND/OR</p> <p>> In ProPipe software, ability to:</p> <ul style="list-style-type: none"> - Add observations automatically - Add text overlay describing observations
Built-In Software	<p>> Built in Pro Pipe software</p> <p>> Software to utilize lasers for measuring</p> <ul style="list-style-type: none"> - Pipe diameter - Defects - Water level <p>> All done directly through command module</p> <p>> No external 3rd party software required.</p> <p><i>NO EXCEPTION</i></p>
Built-In Reporting Capabilities	<p>> Reporting software with PACP 6 and 7 Codes</p> <p>> Generate Pipe Graphic & Picture reports</p> <p>> No 3rd party software required</p> <p><i>NO EXCEPTION</i></p>
Help Button	<p>Help menu:</p> <p>> 'How to' videos to provide step by step instruction on various operations of the system</p>

Camera System Settings & Performance Displays Camera diagnostics displayed on right side of monitor inform operator of the following:> Storage space - Internal SSD - USB A Port - USB B Port> Crawler settings - Speed of crawler - Slope/Inclinometer of tractor - Pressurization - Joystick operational status indicator> Camera settings - Clock position - Degrees up/down of camera position - Pressurization - Joystick operational status indicator> Cable settings - Cable footage remaining on reel - Torque settings> Ability to display camera diagnostics on external monitor
SYSTEM SETTINGS MUST ALWAYS BE ON DISPLAY NO EXCEPTION

Video/Picture Recording Capabilities Easy one-touch icon option to:
 > Start
 > Stop
 > Pause
 > Fast forward & rewind on playback
 > Snapshot

Reel

**Approximately 1,150'
 Automatic Reel**

Synchronized Cable Reel > Reel pays out cable in sync with the speed of the crawler
 > Reel and crawler reverse in sync
Reels requiring crawler to be in neutral while retracting will not be considered as equal

Weight 99LB (*Cannot exceed*)

Environmental Protection IP45

Power Consumption 600W

Cable Length Minimum cable length 1148 ft.

Cable Strength Minimum of 2000lb tensile strength

Connector Maximum of 6 pin connector

NO EXCEPTION

Controls > Controls on reel to perform following functions: - Reel "Reset" - Change mode of reel - Rewind the cable reel

Cable Arm Guide > Adjustable guide arm
 - Seven (7) locking positions
 - 180 degree swivel
 > 4 locking positions extending guide beyond vehicle bumper

Crawler

Crawler for 4"

Drive	> 6 wheel drive (no exceptions) - Direct gear-to-gear operation - Two internal motors for steering functionality <i>Chain driven operations will not be accepted</i>
Elevator	> Built in Elevator operates from main controls > 2 inches of elevation Manual Elevation will set screws will not be accepted
Internal Pressure	14.5 psi
Inclination sensor	Built in
Connector	> Heavy-duty 6 pin Connector > <i>No external strain relief accepted</i> > <i>Any connection requiring tools will not be accepted</i>
Wheel Lock	> Single bolt – Quick Change Wheel Lock - All wheel configurations shall fit on same quick lock design - Removal of bolt not required for wheel change
Sensors	> Pressure > Tilt - More than 15% tilt in either direction shall alarm operator > Inclination > Internal Temperature
Lowering Device	> Built in Lowering Device - Non-proprietary J-hook for lowering and retrieval of crawler
Sonde transmitter	> Built-in Multi-Frequency Sonde Features: - 33 MHZ, 512 MHZ, and 640 MHZ - Must have all three (3) frequencies NO EXCEPTIONS

Crawler for 6"

Dimensions	Dimensions not to exceed 15.1 x 5.2 x 4.2 in (L x W x H)
Weight	Crawler with 6" tires not to exceed 25lbs (excluding camera)
Drive	> 6 wheel drive (no exceptions) - Direct gear-to-gear operation - Two internal motors for steering functionality <i>Chain driven operations will not be accepted</i>

Elevator	> Electronic Elevator - 6" of elevation - Built-in clutch - Air piston lift - Permanently fixed - Crawler must fit in relined 6" pipe with lift attached - Any crawler requiring removal or remounting of lift for any configurations will not be accepted - Dual function to power or manually raise and lower lift - Any lift requiring power to operate shall not be accepted - Lift will collapse under minimal pressure
Internal Pressure	14.5 psi
Inclination sensor	> Built-In Inclinometer sensor - Continuous display of pipe slope inclination - Inclination reporting is standard feature through controller - Must generate inclination report without 3rd party software No 3rd party software generated reports accepted
Connector	> Heavy-duty 6 pin Connector > No external strain relief accepted > Any connection requiring tools will not be accepted
Wheel Lock	> Single bolt – Quick Change Wheel Lock - All wheel configurations shall fit on same quick lock design - Removal of bolt not required for wheel change
Sensors	> Pressure > Tilt - More than 15% tilt in either direction shall alarm operator > Inclination > Internal Temperature
Lowering Device	> Built in Lowering Device - Non-proprietary J-hook for lowering and retrieval of crawler
Sonde transmitter	> Built-in Multi-Frequency Sonde Features: - 33 MHZ, 512 MHZ, and 640 MHZ - Must have all three (3) frequencies NO EXCEPTIONS

Camera

Pan & Rotate Camera	
Camera	Pan & Rotate Zoom Camera
Rotation	360° endless rotation range
Pan	±135° pan
Pressure Rating	1 bar (14.50psi)
Image Sensor	High resolution color CCD image sensor
Lighting	> Six (6) adjustable LED lights > 12.5k Lux at 150mm
Focus and Iris Control	Auto focus / Auto iris
Zoom factor	3x digital zoom

Camera Connection > Contact point connection
Pin and socket style connection will not be accepted
 > Camera's connection to crawler will utilize a wedge lock

Self-Leveling > Camera will have automatic self-level mode
 > Self level mode has the ability to be overridden

Pan & Rotate Camera with Built in Laser

Camera Pan & Rotate Zoom Camera
 Rotation 360° endless rotation range
 Pan ±135° pan
 Pressure Rating 1 bar (14.50psi)
 Image Sensor High resolution color CCD image sensor
 Lighting > Six (6) adjustable LED lights
 > 12.5k Lux at 150mm
 Focus and Iris Control Auto focus / Auto iris
 Laser > Camera to be equipped with 3 Lasers
 - Built-in defect measurement
 - Built-in pipe diameter measurement
 - Point measurement
 - Water level measurement

Zoom factor 10 x optical 12 digital (120x)

Camera Connection > Contact point connection
Pin and socket style connection will not be accepted
 > Camera's connection to crawler will utilize a wedge lock

Self-Leveling > Camera will have automatic self-level mode
 > Self level mode has the ability to be overridden

Soft Rubber- Quick Release Wheel

4" Soft Rubber

Material Soft rubber
 Size Minimum 4" pipe: For use with small diameter crawler

6" Soft Rubber

Material Soft rubber
 Size Minimum 6" pipe: For use with small diameter crawler

6" Soft Rubber

Material Soft rubber
 Size Minimum 6" pipe: For use with mid-size crawler

8" Soft Rubber

Material Soft rubber
 Size Minimum 8" pipe: For use with mid-size crawler

Carbide- Quick Release Wheel

4" Carbide

Material Fragments fused to a heavy duty stainless steel body
Size Minimum 4" pipe: For use with small diameter crawler

6" Carbide

Material Fragments fused to a heavy duty stainless steel body
Size Minimum 6" pipe: For use with mid-size crawler

8" Carbide

Material Fragments fused to a heavy duty stainless steel body
Size Minimum 8" pipe: For use with mid-size crawler

Lighting Options

Auxiliary Light with Backup Camera

Lighting > 3 Ultra bright LED lights
Minimum Pipe Diameter > 6" pipe when used with small diameter crawler
> 8" pipe when used with mid- size diameter crawler
Backup camera Built in

Additional Accessories

Weight Plate

Compatibility > Compatible with-
- Mid-size crawler with manual lift
- Mid-size crawler with automatic lift

Cable Roller Guide

Design > Flexible with 2 hinge points
> 4 tapered nylon rollers
Deployment Attached to a rope

Pressurization Kit

Regulator > 5/8th female thread for CO2 cartridges
> Pressure gauge
> Standard female valve-stem adapter with locking latch
Storage Comes standard with padded hard case for protection

Pipelogix Reporting Software

Concurrent License
Implementation
Phoenix Basic
Phoenix Database
Synchronization Module
Phoenix GIS
Phoenix GIS Toolbar
Phoenix Mainline
Phoenix MPEG-4

Phoenix Scheduler
Module
Phoenix SQL

Additional Items

Setcom CSB-990MAX QTY 2 Setcom CSB-990MAX Wireless Communication
Headsets

END OF SECTION

TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT BID

To: West Sound Utility District

From Bidder: Enviro-Clean Equipment

1. GENERAL

The undersigned Bidder, having reviewed the Invitation to Bid and Technical Specifications for one (1): **TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT** purchase, and being familiar with the Contract Documents, hereby proposes and agrees, if this bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to provide the equipment as specified or indicated in the Contract Documents and within the contract time indicated in this bid and in accordance with the Contract Documents for an amount computed upon the basis of the equipment to be provided at the following prices.

2. BID SCHEDULE

The Owner reserves the right to purchase one (1): **TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT**, subject to the completion and delivery schedule set forth below.

Delivery within one hundred twenty (120) days after the effective date of the Notice of Award of the Contract and as specified in the contract documents.

Note: Bid prices for all items, all extensions and total amount of Bid must be shown below. **Show bid amounts in both figures and words; where a conflict occurs, the written words shall control.**

Bid Item	Description	Price
One (1) Television Inspection Vehicle and Related Equipment		\$ <u>276,588.00</u>
Washington State Excise Tax		\$ <u>829.76</u>
Washington State Sales Tax (Kitsap County, 9.2%)		\$ <u>25,446.10</u>

TOTAL BID PRICE IS (Total of Bid, including taxes and delivery) \$ 302,863.86

Three hundred and two thousand, eight hundred sixty three dollars and 86 cents.
The Total Amount Bid in words

Total amount bid includes all applicable taxes and shipping F.O.B. Port Orchard, Washington.

3. COMPLETION TIME

Bidder proposes and agrees, if awarded the Purchase Contract, to provide and deliver to the Owner (1) **TELEVISION INSPECTION VEHICLE AND RELATED EQUIPMENT** which is the subject of the Bid within one hundred twenty (120) days after the effective date of the Notice of Award of the Contract and as specified in the contract documents.

Bidder accepts the provisions of the Purchase Contract as to liquidated damages in the event of failure to provide and deliver the Equipment on time.

4. ADDENDA

Addenda will be posted on the district website at www.wsud.us/rfps. Bidder has examined copies of all the Contract Documents and acknowledges receipt of the following addenda:

Addendum No. Date of Receipt and Acknowledgement

- 1.
- 2.

5. This Bid is submitted on and by:

Name of Bidder: Enviro-Clean Equipment

Signature: 

Name (Print): Brett Andrist

Title: NW WA Territory Manager

Date: 2/26/2023

Address of Bidder: 10503 Lakewood Ave SW Lakewood, WA 98499

Telephone No.: 360-305-7445

Fax No.: 503-491-2283

6. REFERENCES

Bidder must provide three (3) references that have recently purchased the Bidder's equipment, including name, telephone number, and address.

7. COMPLIANCE WITH SPECIFICATIONS

The proposed equipment must fully comply with the attached Technical Specifications or equal as demonstrated by bidder to qualify as a responsive bid. Bidder must list, in the space provided below, or attached, all deviations and substitutions or proposed “as equal” component to the specifications which are included with this Bid. Bidder may attach additional information or pages in order to comply with this requirement.

A completed list of proposed deviations and substitutions submittal will be required to enable the Owner to evaluate whether the proposed items comply with the requirements of the specifications, to be determined by the Owner in the Owner’s sole discretion.

No Deviations

END OF SECTION

EQUIPMENT PURCHASE CONTRACT

This Agreement (“Agreement”) is made and entered into this ___ day of _____, 2023, between West Sound Utility District, a municipal corporation (“District” or “Owner”) and _____ (“Vendor”) (individually a “Party” and collectively “Parties”).

RECITAL

WHEREAS, the District desires to purchase and Vendor desires to sell, the equipment (“Equipment”) described in the Bid and Technical Specifications and incorporated herein by this reference (“Bid”) on the terms and conditions stated in this Agreement below.

AGREEMENT

In consideration of the terms and conditions set forth in this Agreement, the District and Vendor agree as follows:

1. Purchase and Sale of Equipment. The District shall purchase from Vendor and Vendor shall sell, furnish and deliver to the District the Equipment in accordance with the terms and conditions of the Bid. If any term or condition stated in the Bid conflicts with a provision in this Agreement, the provision in this Agreement shall control. Vendor shall deliver the Equipment to the District at the location specified in writing by the District.

2. Purchase Price. The District shall pay Vendor the amount stated in the Bid for the Equipment including applicable Washington State taxes (“Equipment Cost”). The Equipment Cost includes all costs associated with the Equipment, as described in the Bid, including but not limited to labor, materials, freight, overhead, administrative, and permit and regulatory costs, unless otherwise agreed in advance in writing. Vendor shall make sales tax and other tax payments to the State as provided by statute.

3. Supply Deadline/Liquidated Damages. Vendor agrees to complete all requirements of the Bid and deliver (1) Television Inspection Vehicle and Related Equipment to the District no later than 120 days after the effective date of the Notice of Award of the Contract and as specified in the contract documents (the "Delivery Date"). If the Equipment is not delivered by the delivery deadline in this section then, because of the difficulty in computing the actual damages to the District arising from any delay in providing the Equipment, the Parties determine in advance and agree that the Vendor shall pay the District as liquidated damages for delay (but not as a penalty) the amount of \$200 per calendar day for each day after Delivery Date until the Equipment is delivered. The Parties agree that such amount represents a reasonable forecast of the actual damages that the District will suffer by failure of the Vendor to deliver the Equipment to the District within the agreed time. The execution of this Agreement constitutes acknowledgement by the Vendor that Vendor has ascertained and agrees that the District will actually suffer damages in the amount herein fixed.

4. Vendor’s Responsibilities. Vendor shall provide and bear the expense of all equipment, materials, and labor that may be required for the furnishing and delivery of the Equipment provided for in this Agreement, unless otherwise provided in the specifications for the Bid.

5. Payment Terms. Upon delivery of the Equipment, Vendor shall invoice the District for the Equipment Cost in the amount of the Bid awarded. The District shall pay Vendor for the Equipment within forty-five (45) days of the date of the invoice.

6. Warranty. In addition to all Vendor supplied warranties, Vendor shall warrant and guarantee the Equipment as set forth in the warranty to be negotiated with the successful bidder prior to notice of award of the bid; at a minimum the Vendor shall warrant the Equipment to be free of defects in workmanship and material for at least if not more than a period of one (1) year after the District's receipt and acceptance of the Equipment. Vendor shall correct all defects in workmanship and materials occurring within one (1) year from the date of the District's receipt and acceptance of the Equipment at Vendor's expense. When defects are corrected, the warranty for that portion of the Equipment shall extend for an additional one year from the date such correction is completed and accepted by the District. Vendor shall begin to correct any defects within 10 days of notice from the District of the defect. If Vendor fails to perform the corrective work within 30 days of such notice, the District may complete the correction and Vendor shall pay all costs incurred by the District to perform the correction.

7. Termination. The District shall have the right to terminate this Agreement for public convenience or good cause. "Good cause" shall include, but is not limited to, any one or more of the following events: (a) Vendor's failure to provide the Equipment within the time specified in this Agreement; (b) Vendor's failure to comply with any federal, state, or local laws, regulations, rules or ordinances; or (c) Vendor's filing for bankruptcy or being adjudged bankrupt.

8. Attorneys' Fees. In the event that either Party to this Agreement shall file or commence a legal action to resolve a dispute between the Parties arising from this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorneys' fees and costs, including any fees and costs incurred in an appeal.

9. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements and understandings of the Parties with respect to the subject matter hereof. No modification or amendment of this Agreement shall be binding and enforceable on the Parties unless executed in writing by the Parties.

10. Governing Law; Jurisdiction. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Washington. The Parties agree that any legal action or proceeding arising out of or relating to this Agreement shall be filed in the Superior Court of Kitsap County, Washington.

West Sound Utility District

VENDOR

By: _____

By: _____

Its: _____

Its: _____

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1069-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT
BOARD OF COMMISSIONERS
DECLARING SURPLUS OF PERSONAL PROPERTY
NO LONGER NEEDED BY THE
SOUTH KITSAP WATER RECLAMATION FACILITY**

WHEREAS, it is the desire of West Sound Utility District (“District”) to dispose of personal property owned by the SKWRF that is no longer needed; and

WHEREAS, RCW 57.08.015 governs the process and procedures for the disposal of surplus personal property; **NOW, THEREFORE**,

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

Section 1. The attached list of property (Exhibit “A”) is not presently needed for SKWRF purposes and will not be needed for SKWRF purposes in the future. The listed equipment is declared by the Board of Commissioners as surplus to the needs of the SKWRF and shall be disposed of as determined by the General Manager and in accordance with state law and District policy.

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

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

West Sound Utility District
SKWRF
Surplus Property

ITEM Name	ASSET TAG Number	SERIAL Number	Condition: Good/Fair/Broken	Current Market Value	Recommended Disposal Recycle/Donate/Dispose	Surplus Reason Notes:
UAP-AC-PRO Access Point	0096	802AA896EAE7	Broken	0	Recycle	Defective
IP-420 Phone	0070	104907FW152741C218	Broken	0	Recycle	Defective
UAP-AC-PRO Access Point	0099	1627G802AA896EB03	Broken	0	Recycle	Defective
HP DESKTOP	0029	2UA4122B4B	Fair	0	Recycle	Retired/EOL
Ubiquiti 6p Switch	0142	7483C2D50D18	Broken	0	Recycle	Defective
MSI GS73 Laptop	0152	K1812N0034361	Broken	0	Recycle	Damaged hinge, screen, swelling battery
IP-420 Phone	0073	00104941C223	Broken	0	Recycle	Defective
Dell 22" Monitor	2196	CN0F532H7444593S013S	Fair	0	Recycle	Retired/EOL
LG 22" Monitor	5088	101NDFVGK379	Fair	0	Recycle	Retired
IP-420 Phone	0053	00104941C225	Broken	0	Recycle	Defective
HP 22" Monitor	0110	CNK7190JML	Fair	0	Recycle	Retired/EOL
HP Desktop	0039	MXL5032D5W	Poor	0	Recycle	Retired/EOL
HP Desktop	0041	MXL5032D98	Poor	0	Recycle	Retired/EOL
Dell 22" Monitor	2197	CN0X764G6418089Q2PDS	Fair	0	Recycle	Retired/EOL
Ricoh SP C250DN	0030	X084P300091	Good	UNK	Donate/Sell	Retired/EOL
HP Server DL360	0075	MXQ52505D4	Fair	UNK	Donate/Sell	Retired/EOL
Dell Server	0009	186C7X1	Fair	UNK	Donate/Sell	Retired/EOL
HP Printer	0143	MXBCN3J04Q	Good	UNK	Donate/Sell	Retired/EOL
IP420 Phone	0069	00104941C226	Broken	0	Recycle	Defective
WIFI Access Point	0177	F09DC2D63DA5	Broken	0	Recycle	Defective

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1070-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
DECLARING SURPLUS OF A SKWRF VEHICLE**

WHEREAS, it is the desire of West Sound Utility District (“District”) to dispose of a personal property owned by the South Kitsap Water Reclamation Facility (SKWRF) that is no longer needed; and

WHEREAS, RCW 57.08.015 governs the process and procedures for the disposal of surplus personal property; **NOW, THEREFORE**,

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

Section 1. The below listed personal property as identified in Exhibit “A” is not presently needed for SKWRF purposes and will not be needed for SKWRF purposes in the future.

- 2010 Ford Escape, VIN #1FMCU9C73AKC28610

The referenced SKWRF personal property is declared by the Board of Commissioners as surplus to the needs of the SKWRF and shall be disposed of as determined by the General Manager and in accordance with state law and District policy.

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

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1071-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
DECLARING SURPLUS OF PERSONAL PROPERTY
NO LONGER NEEDED BY
WEST SOUND UTILITY DISTRICT**

WHEREAS, it is the desire of West Sound Utility District (“District”) to dispose of personal property owned by the District that is no longer needed; and

WHEREAS, RCW 57.08.015 governs the process and procedures for the disposal of surplus personal property; **NOW, THEREFORE**,

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

Section 1. The attached list of property (Exhibit “A”) is not presently needed for District purposes and will not be needed for District purposes in the future. The listed equipment is declared by the Board of Commissioners as surplus to the needs of the District and shall be disposed of as determined by the General Manager and in accordance with state law and District policy.

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

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

West Sound Utility District
Surplus Property

ITEM Name	Asset TAG Number	SERIAL Number	Condition: Good/Fair/Broken	Current Market Value	Recommended Disposal Recycle/Donate/Dispose	Surplus Reason Notes:
Workstation	927-0151	2UA6050022	FAIR	0	RECYCLE	End of Life
Workstation	927-0029	MXL2351ZWN	FAIR	0	RECYCLE	End of Life
UPS	927-0034	2237B70SM82050287	BROKEN	0	RECYCLE	End of Life
Monitor	927-0046	211NDYGCV164	FAIR	0	RECYCLE	End of Life
Monitor	927-0047	211NDLSCV200	FAIR	0	RECYCLE	End of Life
Workstation	927-0070	61373142453	FAIR	0	RECYCLE	End of Life
Workstation	927-0090	8CG507021Z	FAIR	0	RECYCLE	End of Life
Network Switch	927-0093	DNI184202448	BROKEN	0	RECYCLE	End of Life
UPS	927-0094	3B1447X0052	BROKEN	0	RECYCLE	End of Life
Workstation	927-0146	2UA605002T	FAIR	0	RECYCLE	End of Life
Workstation	927-0150	2UA605001P	FAIR	0	RECYCLE	End of Life
Workstation	927-0162	5CG6127H85	FAIR	0	RECYCLE	End of Life
Server	927-0163	MXQ62701JV	FAIR	0	RECYCLE	End of Life
Workstation	927-0164	5CG62961kP	FAIR	0	RECYCLE	End of Life
UPS	927-0179	3B1547X18885	FAIR	0	RECYCLE	End of Life
Workstation	927-0202	5CD7026Q63	FAIR	0	RECYCLE	End of Life
Workstation	927-0235	2UA7202RGR	FAIR	0	RECYCLE	End of Life
Network AP	927-0245	1710KF09FC2F06A4 F-0Mi7r0	BROKEN	0	RECYCLE	End of Life
ERROR	927-0292	DUPLICATE			---	Second tag on 927-0245
Workstation	927-0251	8CN7290603	BROKEN	0	RECYCLE	End of Life
Phone	927-0296	F71W27FYHG71	FAIR	0	RECYCLE	End of Life
Cues OZIII	000-0166	MZ330-2	FAIR-+	5,000	SELL	No longer used
Transporter	000-0167	21070714	Good	10,000	Sell	No longer used
CPR Transporter	UNK-006	15030203	Fair	5,000	Sell	No longer used

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1072-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
DECLARING SURPLUS OF DISTRICT VEHICLES**

WHEREAS, it is the desire of West Sound Utility District (“District”) to dispose of personal property owned by the District that is no longer needed; and

WHEREAS, RCW 57.08.015 governs the process and procedures for the disposal of surplus personal property; **NOW, THEREFORE**,

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

Section 1. The below listed personal property as identified in Exhibit “A” is not presently needed for District purposes and will not be needed for District purposes in the future.

- 2004 Chevrolet C5500 TV Van, VIN# 1GBE5V1224F515934
- 2001 International Vac-Con Vactor, VIN# 1HTGGAXT72H512068

The referenced District personal property is declared by the Board of Commissioners as surplus to the needs of the District and shall be disposed of as determined by the General Manager and in accordance with state law and District policy.

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

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

