

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

April 4, 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 15, 2023
2. Approval of Vouchers WSUD #31273 through #31311 in the amount of \$108,782.36
3. Approval of Vouchers SKWRF #17391 through #17414 in the amount of \$69,783.28

BOARD DISCUSSION/ACTION ITEM

1. Introduction, New Employee Darryl Boco, Utility Specialist Trainee
2. Resolution 1073-23, Well 22 Rehabilitation Project, Rejection of Bids
3. Resolution 1074-23, Change of Employee Status, Amber Brooks
4. Resolution 1075-23, Wage 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

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 15, 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
Michaela Horishige, 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 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

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

Ms. Charlotte Cole, Leak Adjustment

Ms. Cole indicated she had a leak on her residence located at 6640 Beach Drive East which greatly increased her January/February bill. Under District Policy, Ms. Cole is not currently eligible for a leak adjustment as she has already received one within the last five years. Ms. Cole appealed to the Board for an exception due to extenuating personal circumstances, and although the Board sympathized with Ms. Cole, they stated they could not grant an exception due to the policy and equability to other customers. Ms. Cole stated that the leak was caused by issues with a backflow assembly which is required due to an active well on the property. Ms. Cole indicated the well was filled in and abandoned. GM Randy Screws informed Ms. Cole that he would inquire with the Department of Health and the Department of Ecology for a property well abandonment report which would remove the District requirement for a backflow device if there were no irrigation systems existing on the property. Ms. Cole stated that no irrigation systems existed. GM Randy Screws was to follow up with Ms. Cole on his findings.

Proclamation, Randall Bowers
Commissioner Way read the Proclamation.

Resolution 1068-23, Authorizing Contract Award, TV Inspection Vehicle
Passed 3-0

Resolution 1069-23, Declaring Surplus Property, SKWRF
Passed 3-0

Resolution 1070-23, Declaring Surplus Property, SKWRF Vehicle
Passed 3-0

Resolution 1071-23, Declaring Surplus Property, WSUD
Passed 3-0

Resolution 1072-23, Declaring Surplus Property, WSUD Vehicles
Passed 3-0

Discussion, Accessory Dwelling Unit Policies
GM Randy Screws gave the Board an overview of changes to be made to the policy for them to review before the next meeting.

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. Lead time changed for this so we are looking at early July for delivery.
- 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.
- Working on NPDES Permit Renewal.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- No updates on grant funding.

Rotary Drum Thickener-ESCO (2022)

- Site visits set for March 15th and April 10th.
- Thickener delivery set for May 5th.
- Mobilization set to begin May 12th.
- Closeout set for July 1st, with full completion by end of August.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Grant funding through the Department of Ecology is active. There is \$119,000.00 available for SKWRF to claim and utilize for procurement related to nutrient optimization.
- Received Draft Nutrient Optimization Plan today from Jacobs Engineering.

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

- HDR working on 100% plan details.

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, estimated arrival is end of June.
5. Once PO is issued, TV van will be done mid-end of April.
6. Darryl Boco started and is in training.
7. Working on flow meters at sewer sites.
8. Met with fire alarm contractor. We need a new system. Cannot get parts for repair of the old one (2001). Bid received is \$17,692.00 from Covergint.
9. Transfer switch for Salmonberry generator is installed.
10. Looking into leak detection companies for a service.

Notable Event:

- 3085 Buckingham sewage backup: Customer called about having sewer backed up into his basement toilet. Crews went out and found a partial blockage in a downstream manhole. They cleared the line. The customer never talked about a backup in the house. Risk Pool has been notified and are handling it with the home owner.

Water Production: Through February

- 2022- 80,011,000 gal.
- 2023- 75,610,000 gal.
- 1.25 million per day avg.
- Difference- 2,739,000 gal. less

Rain Gauge:

- 2022- 15.11”
- 2023- 9.24”
- Difference- 5.87” LESS than last year

FINANCE MANAGER’S REPORT

Finance Manager Joy Ramsdell reported:

- As of yesterday, we have 44 past due accounts with a balance of \$22k.
- Sent out 122 shut off notices and had 12 accounts shut off this morning. 3 are already turned back on.
- Operation is normal. Billing went smoothly after meter change outs.
- Continuing to work on annual report. 3 of SKWRF’s financial reports are done.

GENERAL MANAGER’S REPORT

General Manager Randy Screws reported:

- Fire line/ fire suppression. Technical Memorandum is under review and discussion.
- Staff is continuing to assess procuring a carport-type area for vehicles to protect the District vehicles currently in the open.
- General Sewer Plan: A meeting was held with HDR Engineering on March 9th at 11:00 a.m. to begin the discussions of project scoping for the General Sewer Plan.
- Staff continues working on re-establishment of a franchise agreement with WSDOT for water utilities.
- The District received a Notice of Violation from the Department of Ecology for a NPDES Violation that occurred involving the City of Port Orchard crews and it’s Marina Pump Station. The Board has been provided the Notice.
- Reminder of a Sewer Advisory Committee Meeting on Wednesday, March 22nd at 6:30 p.m. The venue is City Hall Council Chambers.
- Reminder of our upcoming Employee Appreciation Luncheon on Wednesday, March 29th beginning at 11:30 a.m.

COMMISSIONERS' REPORTS

Commissioners Hart and Way attended the Open Public Meeting with HDR Engineering. Commissioner Lundberg had nothing to report.

EXECUTIVE SESSION

No Executive Session.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:49 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
RESOLUTION 1073-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
REJECTING THE BIDS FOR THE WELL 22 REHABILITATION,
PUMP, MOTOR, AND COLUMN EXTENSION**

WHEREAS, the Water Utility 2023 Capital Improvement Budget contains \$145,000.00 in funding for the Well 22 Rehabilitation, Pump, Motor, and Column Extension; and

WHEREAS, the District solicited proposals from contractors on the MRSC Roster list and Builders Exchange for the project; and

WHEREAS, the two bids received were \$359,550.00 and \$272,015.00 which are in excess of the projected cost for the project; and

WHEREAS, the Operations Manager and General Manager recommend the rejection of the bids for this project; **NOW, THEREFORE**,

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

Section 1. The Board of Commissioners hereby rejects all bids submitted for the Well 22 Rehabilitation, Pump, Motor, and Column Extension project.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on April 5, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1074-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
CONFIRMING A CHANGE FROM A FULL-TIME EMPLOYEE TO A
PART-TIME EMPLOYEE
FOR AMBER BROOKS**

WHEREAS, Amber Brooks was hired into a regular full time position on January 1, 2021 to serve as an Accounting/Office Assistant; and

WHEREAS, Ms. Brooks has requested for personal reasons to change her work schedule; and

WHEREAS, Ms. Brooks desires to reduce her work hours to a thirty-two (32) hour work week and work as a part time employee; and

WHEREAS, District employees scheduled to work 20 or more hours per week, but less than 40 hours per week shall be deemed a part-time employees.
NOW, THEREFORE,

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

Section 1. The Board of Commissioners hereby confirms that Ms. Amber Brooks' position as an Accounting/Office Assistant is changed from a full time to a part time position consisting of a thirty-two (32) hour work week or 80% of a Full Time Employee (0.80 FTE).

Section 2. Ms. Brooks salary shall be Pay Grade 7, Step 3 equivalent to a 0.80 FTE/(\$3,547.16) per month effective April 2, 2023. Ms. Brooks shall receive District benefits, holiday and leave accruals on a pro-rata basis and as per District Policy.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on April 5, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
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James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1075-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING A SALARY STEP INCREASE
FOR NICOLAS MORRIS**

WHEREAS, Nicolas Morris was hired by West Sound Utility District on March 1, 2016; and currently serves as a Water/Sewer Operation Utility Specialist II; and

WHEREAS, a satisfactory performance evaluation of Mr. Morris was recently conducted by his Manager, Supervisor and reviewed by the General Manager; and

WHEREAS, Mr. Morris is currently eligible for a salary step increase; and

WHEREAS, the General Manager recommends such position change 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 that the salary of Nicholas Morris shall be increased from Pay Grade 13, Step 4 (\$6,239.02 per month) to Pay Grade 13, Step 5 (\$6,550.97 per month) effective April 1, 2023.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on April 5, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

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