

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

April 19, 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 April 5, 2023
2. Approval of Vouchers WSUD #31312 through #31349 in the amount of \$78,544.53
3. Approval of Vouchers SKWRF #17415 through #17435 in the amount of \$61,642.50
4. Approval of the April Payroll in the amount of \$252,658.96

BOARD DISCUSSION/ACTION ITEM

1. Resolution 1076-23, Sole Source Procurement, Water Meters
2. Resolution 1077-23, Amending the 2023 Water Capital Outlays

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

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, April 5, 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 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

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 Darryl Boco, Utility Specialist Trainee
Darryl Boco was present and let us know a little about himself.

Resolution 1073-23, Well 22 Rehabilitation Project, Rejection of Bids
Passed 3-0/We will regroup at later date and rebid.

Resolution 1074-23, Change of Employee Status, Amber Brooks
Passed 3-0

Resolution 1075-23, Wage Step Increase, WSUD Employee
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permits.
- Primary skimmers on order, no updates.
- Received multiple quotes for the grit pump replacement. This replacement will probably not happen this year and will go out to bid for complete installation.
- Reaching out for quotes on generator switchgear replacement. This project will probably go into next year and go out to bid for complete installation.
- Currently looking at different preventative maintenance software for the treatment plant. One demo is scheduled for Thursday, April 13th.
- MBR blower failed recently. This equipment was sized for just CBOD removal before nutrient limitations. Now that nutrients are a thing, these blowers and the Aero strip diffusers used for aerating our basins are grossly undersized by about double what they should be for the nutrient treatment. We realized that, unfortunately, after failures and the inability to reach our set points throughout the year.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- Spring workshop Wednesday, April 12th.
- RDT Grant funding meeting Thursday, April 13th. Funding is available for this project, but the amount will determine if I move forward with the required work.

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.
- Currently attempting to get testing approved in-house.
- Grant funding active. Submitted first quarter Grant Progress Report.
- Submitted our Nitrogen Optimization Plan to Ecology this month. Ecology expects us to be active and implement the NOP as soon as the report is submitted.

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. All Duplex meters have been changed.
5. Vac-Con ordered, delivery estimated at end of June.
6. TV van will be done mid-end of April.
7. Dale is attending Commercial Driving School this month.
8. Ian Reeber has passed his level 2 WWCPA exam.
9. Randy Bowers had his last day Monday 3rd.
10. Working on flow meters at sewer sites.
11. Pumps have been ordered and delivered for Villa Carmel for a needed upgrade.
12. Met with fire alarm contractor. We need a new system. Cannot get parts for repair of the old one (2001). Bid received for \$17,692.00 from Covergint. Receiving bids, currently have 22k and 18k.
13. Transfer switch for Salmonberry and surge protectors are installed and working. When the original protector failed it fried the circuit board on the generator.
14. WSDOT Franchise permit is moving forward.

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. No update at this time.

Water Production: Through February

- 2022- 120,830,000 gal.
- 2023- 113,790,000 gal.
- 1.23-million-day avg.
- Difference- 7,000,000 gallons less.

Rain Gauge:

- 2022- 19.82"
- 2023- 11.93"
- Difference- 7.89" LESS than last year

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- March billed consumption was 33m gallon, 7% decrease from last year. Sewer revenue was \$434K, 10.7% increase and added 3 ERU. Water revenue was \$344K, 8.5% increase and added 8 ERU.
- Processed 44 final billings. 1,920 customers paid online and 1,666 accounts are on auto pay.
- Customer staff did an excellent job on checking consumptions for new meters and caught reading errors in advance.
- Provided data needed for SKWRF permit fee assessment and WASWD annual fee estimate.
- Working on WSUD cash flow statements. Net position and income statements were completed.

GENERAL MANAGER’S REPORT

General Manager Randy Screws reported:

- Staff is continuing to assess procuring a carport-type area for vehicles to protect the District vehicles currently in the open.
- Staff continues working on the re-establishment of a franchise agreement with WSDOT for water utilities.
- The District has responded to the Notice of Violation from the Department of Ecology for a NPDES Violation that occurred involving the City of Port Orchard crews and their Marina Pump Station. The Board has been provided the response letter.
- WASWD Conference occurs next week April 12th through the 14th in Wenatchee.
- A five-minute Executive Session is being requested for a Discussion of the Performance of a public employee under RCW 42.30.110(1)(g). Action is to be taken after the Board is out of Executive Session.

COMMISSIONERS’ REPORTS

Commissioners Hart and Way attended the Company’s Appreciation Lunch. Commissioner Lundberg had nothing to report.

EXECUTIVE SESSION

There was a 5 minute executive session, Commissioner Hart called to order at 1:51 p.m. and action was taken. The meeting was adjourned at 1:56 p.m. by Commissioner Lundberg.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 1:56 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 1076-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING THE
SOLE SOURCE PROCUREMENT OF
WATER METERS**

WHEREAS, in 2021, during the Covid 19 pandemic the District was in a position where the procurement of metal body water meters required to meet the needs of the District was challenging and impractical due to Covid 19 and supply chain issues; and

WHEREAS, the District was in contact with manufacturing representatives of companies that manufacture offerings of meters, specifically composite body water meters with Sensus and Kamstrup supplying models for testing; and

WHEREAS, District staff tested each of the meter offerings, assessed maintenance requirements and availability of this specialized equipment and concluded that the Kamstrup meters were the most economical, readily available for needs of the District and existing market conditions; and

WHEREAS, the District has already a substantial investment in software, training and equipment to support the Kamstrup meters, the proven accuracy over mechanical water meters and consideration of cost, it has been determined maintaining purchase of same manufacturer of meters is in the best interest of the District and its customers; and

WHEREAS, the District has allocated funds beginning in 2023 as part of the Water Utilities 20-Year Capital Plan for replacement meters due to age; and

WHEREAS, the District's Purchasing Policies require the Board of Commissions to approve by resolution a determination that the purchase of equipment qualifies as a sole source acquisition; **NOW, THEREFORE,**

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

Section 1. The Board of Commissioners has hereby determined that the future purchase of Kamstrup water meters meets the criteria to qualify as a sole source procurement with consideration given to the Districts prior investment into the specialized facilities equipment, software and training to support such meters.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on April 19, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1077-23**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS**

**AMENDING THE WATER UTILITIES
2023 CAPITAL IMPROVEMENT OUTLAYS**

WHEREAS, on December 7, 2022, the Board of Commissioners approved Resolution 1042-22 adopting the 2023 West Sound Utility District Budget for the water and sewer utilities; and

WHEREAS, the 2023 West Sound Utility District Budget sets forth water and sewer capital improvement projects, programs, and funding; and

WHEREAS, as a result of changes in capital program planning and project costs, there is a need to adjust some capital allocations for 2023 within the Water Capital Fund, 20-year Capital Outlay; **NOW, THEREFORE**,

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

SECTION 1. The Board of Commissioners hereby approves the following 2023 Water Capital Fund, 20-year Capital Outlay funding allocation changes.

- 1) Reallocate \$159,500.00 from the Intertie with Manchester Water at Beach Drive and Watauga Well site as follows:
 - a) Increase the allocation of \$100,000 to the “Well 22 Drop Pump 100” rehabilitation, pump, motor replacement, and column extension project from \$145,000.00 to \$245,000.00; and
 - b) Increase the allocation of \$59,500.00 to the “Meter Replacements” from \$132,800.00 to \$192,300.00.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on April 19, 2023.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
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