

# WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Board Meeting

July 5, 2023  
1:00 PM

Please direct your smart device or computer to [www.wsud.us/meetings](http://www.wsud.us/meetings) for information on virtual attendance.

## AGENDA

### PUBLIC COMMENTS

### CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of June 21, 2023
2. Approval of Vouchers WSUD #31500 through #31527 in the amount of \$36,667.03
3. Approval of Vouchers SKWRF #17522 through #17536 in the amount of \$33,549.39

### BOARD DISCUSSION/ACTION ITEM

1. Resolution 1091-23, Wage Step Increase, WSUD Employee
2. Resolution 1092-23, Wage Step Increase, WSUD Employee
3. Resolution 1093-23, Wage Step Increase, SKWRF Employee
4. Resolution 1094-23, DEC Acceptance, T-M Bethel Business Center

### 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

July 19	Regular Board Meeting
August 2	Regular Board Meeting
August 16	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, June 21, 2023, at 1:00 p.m.

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

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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 June 7, 2023
2. Approval of Vouchers WSUD #31459 through #31499 in the amount of \$279,666.78
3. Approval of Vouchers SKWRF #17501 through #17521 in the amount of \$856,957.39
4. Approval of the June Payroll in the amount of \$208,898.10

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**

Discussion, Engrossed Substitute House Bill 1329

The Bill was passed by the House and Senate and signed by Governor Inslee on April 20<sup>th</sup>. The Bill is effective on July 23<sup>rd</sup>. The Bill is to prevent utility services from shutting off residents' power and water due to non-payments during National Weather Service heat warnings. Additionally, the Bill requires if a residential user requests to have service restored after being shut off for non-payment, the District must do so in a timely manner.

Key points that would affect the District:

- Any heat alert from the National Weather Service including an intent to issue would trigger the ability of a resident to reinitiate services during the period of the event.
- The District may require a payment plan to be entered into with conditions as defined within the Bill. Additionally, the payment plan cannot be more than 6% of the customer's income

which includes reformulation of the payment plan if assistance payments are received by the resident.

- The Bill allows for non-owners to initiate additional charges to a property owner as it identifies residential customers.
- District shall inform all customers in the notice of disconnection specific information of the ability to have services restored and how to make the request including how to contact the district.

#### Discussion, HRA VEBA

The Board entertained staff to vote and indicate their preference for VEBA distribution upon separation of service and/or retirement, as opposed to the current policy of sick leave cash out. The Board requested a revised policy for review and consideration if staff desire to change the current policy guidelines.

#### Resolution 1089-23, Declaring an Emergency Related to Well 16

Passed 3-0

#### Resolution 1090-23, DEC Acceptance, Parkside Plat Utilities

Passed 3-0

### **STAFF REPORTS**

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

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permit.
- May permits were submitted on Thursday, June 15<sup>th</sup>. April and May permits were resubmitted June 21<sup>st</sup>.
- Received two quotes on preventative maintenance software.
- Primary skimmers replacement/installation completed in-house on Thursday, June 15<sup>th</sup>.
- Submitted NPDES permit renewal to Ecology on Monday, June 12<sup>th</sup>.
- MBR blower replacement was ordered and arrived at the warehouse yesterday. Estimated time to arrive at the treatment plant set for last week of June.
- Load bank project: awaiting equipment delivery.
- Received quotes for stormwater asphalt modifications.
- Vandalism occurred at the treatment plant on Sunday night. It appears there were attempts to pop our Duosphere domes with over 150 + rocks thrown at it. Minimal scratches were found on the domes, and aside from the rock clean-up, no further issues were found. Contacted the City of Port Orchard police department to file a report and have a case number. Information will be passed on to other officers to look for suspicious activity moving forward.

#### P.S.E. Conservation Grant Agreement (2021-2023)

- Continuous work with P.S.E. on Conservation Grant Agreement. Year 3 of 3.
- Working on potential grant funding for RDT.

### Rotary Drum Thickener-ESCO (2022)

- Project moving on schedule.
- Awaiting a remaining piping spool for completion of piping.
- Electrical completion is tentative for Wednesday, June 22<sup>nd</sup>.
- Floor coating tentative for Friday, June 23<sup>rd</sup>.
- Closeout walkthrough is set for July 19<sup>th</sup>.

### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still working on in-house accreditation. Passed both required performance tests and submitted all documentation to Ecology for review on Thursday, June 15<sup>th</sup>. Received response from Ecology on June 20<sup>th</sup>: “We have received your documentation for further accreditation. We will place these in your file and review them when we have a chance.”

## **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

- 100% Plans are completed.

### Fircrest/Mile Hill Main Replacement

- 2” galvanized to be replaced.
- Possible development going in.

### Olney Sewer Replacement

- Engineering contract has been signed with WSE.
- Project design has started with locate being complete.
- Sent our information back over to WSE last week.

### Crew

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update, we are on his schedule.
2. Commercial/Residential water meter replacements continue.
3. Continue updating service line inventory which is located in VUEWorks.
4. Vac-con ordered. Estimated delivery will still be at the end of June.
5. The TV van is working well.
6. Villa Carmel upgrade is completed.
7. Well 16 motor failed and the project is moving forward.
8. Lost a breaker at Well 21. Purchased a new one which arrived incomplete. Running off of generator power until the new one arrives.

9. Well 22 rehab project is moving along.
10. WSDOT Franchise permit is moving forward.
11. Preparing for this year's sanitary survey.

### **FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- There were 28 accounts past due with a total 90-day balance of \$16,000. 107 final letters sent, 9 shut off and 4 liens.
- New ADU rate was added in Springbrook.
- Customer Service staff are utilizing VUEWorks for billing cycle changes caused by meter changes.
- Janet discovered errors when meter reading data from Sensor uploaded to Springbrook. Need to fix it before the next billing date.
- Maintenance work: organizing vehicle title documents and clearing service requests and account comments. We'll run a monthly report to check status periodically.

### **GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

- Staff continue to assess installation scenarios for the proposed carport-type area for District vehicles. Staff are currently confirming site requirements for the project.
- Staff continue working on the re-establishment of a franchise agreement with WSDOT for water utilities.
- Water system plan: I attended a public meeting last week which was for PFA's that had been identified within the Manchester Fuel Depot. At the meeting, I spoke with Andy Anderson, Regional Manager of the Department of Health. He indicated he is ready to issue an approval letter pending input from Kitsap County. Melissa Shumake with Kitsap County was contacted by our contract engineer for the project and indicated the previously uploaded materials for our WSP were moved into her que the previous week even though the County received the documents on May 9<sup>th</sup>. Melissa indicated she would try to expedite feedback on the plan. The status remains unchanged.
- Continuing to work on the viability of gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system. The initial survey results indicated a gravity main is viable in lieu of the current pump station. We have moved to the next steps of locates and placement to ensure an unobstructed route. If successful, we will begin designing and preparation of bidding documents.
- Continuing work on PWB loan applications for water projects. The staff has discussed the 2023-2025 Capital Plan to determine viable projects to consider for PWB loans/grants for the water utility.
- The Sewer Advisory Committee Meeting tentatively scheduled for June 21<sup>st</sup> has been cancelled. A new date has been set for September 20<sup>th</sup>.

**COMMISSIONERS' REPORTS**

Nothing to report.

**EXECUTIVE SESSION**

None requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 2:02 p.m. Motion was seconded by Commissioner Lundberg; the motion was approved 3-0.

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Susan Way

Chairperson

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James Jay Hart

Vice-Chairperson

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Jerry Lundberg

Secretary









**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1091-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING A WAGE STEP INCREASE  
FOR JANET ESSIG**

**WHEREAS**, Ms. Janet Essig was hired by West Sound Utility District on July 2, 2019 as an Accounting/Office Assistant and currently serves as a Customer Service Representative; and

**WHEREAS**, a positive performance evaluation of Ms. Essig was recently conducted by the Finance Manager, reviewed and discussed by the General Manager; and

**WHEREAS**, Ms. Essig is currently eligible to receive a wage step increase and the General Manager recommends such salary increase be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

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

**Section 1.** Effective July 1, 2023, the Board of Commissioners hereby confirms that the salary of Ms. Janet Essig shall be increased from Pay Grade 10, Step 3 (\$5,132.86/month) to Pay Grade 10, Step 4 (\$5,389.50/month).

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

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

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Susan Way  
Chairperson

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James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary



**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1092-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
APPROVING A WAGE STEP INCREASE  
FOR THOMAS D. BUCKLER**

**WHEREAS**, Thomas D. Buckler was hired by West Sound Utility District on June 21, 2022 as a Utility Specialist Trainee; and

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

**WHEREAS**, Mr. Buckler is currently eligible for a salary step increase; and the General Manager recommends such wage increase to be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

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

**Section 1.** Effective July 1, 2023, The Board of Commissioners hereby confirms that the salary of Thomas D. Buckler shall be increased from Pay Grade 9, Step 3 (\$4,888.43/month) to Pay Grade 9, Step 4, (\$5,132.86/month).

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a regular Board meeting scheduled for July 5, 2023.

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

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Susan Way  
Chairperson

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James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary



**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1093-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING A WAGE STEP INCREASE  
FOR WILLIAM OLIN**

**WHEREAS**, Mr. William Olin was hired by West Sound Utility District on July 13, 2017, and currently serves as an Operator II for the SKRWF; and

**WHEREAS**, a positive performance evaluation of Mr. Olin was recently conducted by his supervisor and reviewed by the General Manager; and

**WHEREAS**, Mr. Olin is currently eligible to receive a wage step increase and the General Manager recommends such salary increase be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

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

**Section 1.** Effective July 1, 2023, the Board of Commissioners hereby confirms that the salary of Mr. William Olin shall be increased from Pay Grade 15, Step 4 (\$6,878.52/month) to Pay Grade 15, Step 5 (\$7,222.44/month).

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

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

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Susan Way  
Chairperson

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James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary





**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1094-23**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF  
WEST SOUND UTILITY DISTRICT  
ACCEPTING THE DEVELOPER’S EXTENSION CONTRACT  
FOR SEWER AND WATER UTILITIES  
WITHIN THE T-M BETHEL BUSINESS CENTER SELF STORAGE.**

**WHEREAS**, Mr. Stan Macumber, Governor of Olympic View Holdings, LLC (Developer), entered into a Development Extension Agreement on August 2, 2021, for the extension of water and fire suppression utility services for the T-M Bethel Business Center Self Storage located at 6440 Bethel Road SE; and

**WHEREAS**, the Developer has completed construction of the water systems in accordance with the standards of the District and approved by the District’s Operations staff; and

**WHEREAS**, the water system to be conveyed to the District consists of the items and quantities identified per the attached which includes the Water System Construction Cost Worksheet (Exhibit A); and

**WHEREAS**, the water system for an asset value of \$86,280.00 shall be conveyed to the District upon the acceptance of the water system services by the District’s Board of Commissioners; **NOW, THEREFORE**,

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

**Section 1.** West Sound Utility District accepts the improvements of the water extension and services for the T-M Bethel Business Center Self Storage located at 6440 Bethel Road SE. The Board further authorizes the District’s General Manager to sign the conveyance documents (Exhibit B).

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

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

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Susan Way  
Chairperson

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James J. Hart  
Vice Chairperson

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Jerry Lundberg  
Secretary



2924 SE Lund Avenue, Port Orchard, WA 98366  
 (360) 876-2545 • Fax (360) 874-5030  
[www.customerservice@wsud.us](http://www.customerservice@wsud.us)

**WATER SYSTEM CONSTRUCTION COST WORKSHEET**

Project Name: TRM Bethel Business Center Self Storage

Submitted by: STAN Macomber

WATER MAINS				
MAINS	FEET		COST	WSUD ASSETS (INTERNAL USE)
2"				
4"				
6"				
8"	900		72000	72000.00
12"				
FITTINGS				
TESTING				
BLOCKING				
VALVES				
	QUANTITY			
2"				
4"				
6"	2		650	650.00
8"	2		950	950.00
12"				
	QUANTITY			
VALVE BOXES	5		300	300.00
TRACE WIRE	900		450	450.00
	QUANTITY			
BLOW OFF ASSEMBLY				
	QUANTITY			
AIR VAC ASSEMBLY				
WET TAPS				
	QUANTITY	SIZE		
	QUANTITY	SIZE		
PRV STATIONS				

## WATER SYSTEM CONSTRUCTION COST WORKSHEET

HYDRANTS			
	QUANTITY		
HYDRANTS	3		6600
	FEET		6,600 <sup>00</sup>
6" PIPE	27		1350
			4,350 <sup>00</sup>
VALVES			
VALVE BOXES			
TEES'	1		250
			250 <sup>00</sup>
STORTZ ADAPTER	3		450
			450 <sup>00</sup>
FITTINGS			
SERVICES			
POLY PIPE	FEET		
2"			
1 1/2"			
1"	125		625
			625 <sup>00</sup>
3/4"			
	QUANTITY		
TAPS			
SADDLES	5		375
			375 <sup>00</sup>
CORP STOPS			
SETTERS			
2"			
1 1/2"			
1"			
3/4"	6		2100
METER BOXES	6		180
			2100 <sup>00</sup>
			180 <sup>00</sup>
MOBILIZATION			
TOTAL MOBE COST			1000
		TOTAL WATER COST	
		87780	86,280 <sup>00</sup>

IT IS THE RESPONSIBILITY OF THE DEVELOPER TO INCLUDE THE MATERIALS AND THE COSTS OF MATERIALS THAT ARE NOT LISTED ON THIS WORKSHEET



**DEVELOPER EXTENSION CONTRACT  
T-M BETHEL BUSINESS CENTER  
SELF STORAGE**

**JULY 5, 2023**





2924 SE Lund Avenue, Port Orchard, WA 98366

(360) 876-2545 • Fax (360) 874-5030

www.customerservice@wsud.us

**BILL OF SALE AND CONVEYANCE**

Project Name: T M Bethel Business Center Self Storage

The Developer, namely, Olympic View Holdings LLC, for and in consideration of the mutual promises contained in the Contract, hereby grants, bargains, sells, conveys, delivers, and warrants to West Sound Utility District, the following described personal property and real property located in Kitsap County, Washington, to wit:

1. (Itemized description of Developer Improvements to be conveyed):

see attached construction cost worksheet  
\_\_\_\_\_  
\_\_\_\_\_

2. Legal description and tax parcel numbers of all real property and easements to be conveyed:

See Attached Exhibit C  
\_\_\_\_\_  
\_\_\_\_\_

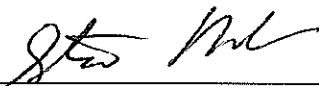
Together with any easements or other existing interests in real property incident thereto and necessary for the ownership, operation, and maintenance of the Developer Improvement.

The Developer covenants and warrants to the District, its successors, and assigns, that the Developer is the owner of the said real and personal property and has good right and authority to sell the same, and that it will and does hereby warrant and agree to defend the sale thereof to the District, its successors, and its assigns against all and every person and/or entity claiming the same, whether said claim is with or without merit.

The Developer further warrants the Developer Improvement is fit for purposes intended, i.e., for use as a water collection and conveyance system or wastewater distribution system, and that the same has been constructed in accordance with this Contract.

The Developer further covenants, warrants, and agrees to repair, correct and bear the cost of any defect concerning any work or material associated with construction of the Developer Improvement which may arise for a two year period from the District's date of acceptance of this Bill of Sale, and to hold the District harmless from any and all costs arising in connection therewith or any and all liability of every kind and nature arising therefrom. When corrections of defects occurring within the warranty period are made, the Developer shall further warrant corrected work for two years after acceptance of the corrected work by the District.

Dated this 26 of June, 2015.

Developer by: 

Print Name: STEVE Macomber

State Title: Goverhor

Its duly authorized representative for entry into this Exhibit

Address 5715 34th Ave Gig Harbor WA 98325

Contact telephone numbers: 253-857-1908

Accepted by WEST SOUND UTILITY DISTRICT on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ pursuant to the District Resolution hereinafter set forth.

Resolution No. \_\_\_\_\_ WEST SOUND UTILITY DISTRICT

By \_\_\_\_\_  
General Manager