

# WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Board Meeting

August 2, 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 July 19, 2023
2. Approval of Vouchers WSUD #31571 through #31604 in the amount of \$65,300.30
3. Approval of Vouchers SKWRF #17563 through #17586 in the amount of \$16,060.12

### BOARD DISCUSSION/ACTION ITEM

1. Introduction of the 2024 WSUD & SKWRF Budget Preparation Schedule
2. Discussion, Utility Conflict Notification, WSDOT Fish Barriers Project

### 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

August 16	Special Board Meeting, Open Government Training
August 16	Regular Board Meeting
September 6	Regular Board Meeting
September 20	Regular Board Meeting
September 20	Sewer Advisory Committee Meeting (City Hall)

**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, July 19, 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 1:01 p.m.

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of July 5, 2023
2. Approval of Vouchers WSUD #31528 through #31570 in the amount of \$278,291.66
3. Approval of Vouchers SKWRF #17537 through #17562 in the amount of \$321,298.00
4. July Payroll in the amount of \$210,285.13

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**

Board of Commissioners Proclamation, Kevahn Steinke  
The Proclamation was read by Commissioner Way.

Resolution 1095-23, Adopting the 2023 WSUD Updated Water System Plan  
Passed 3-0

Resolution 1096-23, DEC Acceptance, Ramsey Mixed-Use Project  
Passed 3-0

Resolution 1097-23, DEC Blueberry Multi-family Apartments  
Passed 3-0

**STAFF REPORTS**

## **PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES permit.
- NPDES permit renewal has been accepted, and renewal is in process.
- Received two quotes on preventative maintenance software, waiting for a third quote.
- MBR blower replacement has been received and installed. It is back online as of Monday, July 17<sup>th</sup>.
- Load bank project awaiting equipment delivery, expected ship date is November 17<sup>th</sup>.
- Received quotes for stormwater asphalt modifications. No action was taken.
- YSI solids blanket analyzer trial is in progress.
- Digester cleaning was completed in-house and is back online.

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

- Continuous work with P.S.E. on Conservation Grant Agreement. Year 3 of 3.

### Rotary Drum Thickener-ESCO (2022)

- RDT is installed and online as of July 12<sup>th</sup>.
- Closeout walkthrough happened today, July 19<sup>th</sup>.

### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still awaiting a decision on in-house accreditation from D.O.E. Passed both required performance tests and submitted all documentation to Ecology for review Thursday, June 15<sup>th</sup>. No further updates.

## **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% of the plans are completed.

### Fircrest/Mile Hill Main Replacement

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

### Olney Sewer Replacement

- An engineering contract has been signed with WSE.
- Project design has started, the location is complete.
- Should have our costs and specs at the end of the 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. Flush and TV workorders continue.
5. Well 16 is put back together and will sit for 24 hours for sampling in the column and tank.
6. Well 21 is still working great since the new breaker has been installed.
7. Well 22 rehab project is still ongoing. Holt will do another round of PFD to remove more sediment. This was suggested by Robinson Noble.
8. WSDOT Franchise permit is moving forward.
9. Sanitary survey completed, minimal findings for repair. Suggestion was monitors and grommets on the hypo tank hoses.

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

Finance Manager Joy Ramsdell reported:

- As of today, there are 30 accounts with \$17K past due. 121 past due notice letters were sent, and 11 accounts were shut off.
- All Q2 reports were filed.
- Springbrook has not found the bugs responsible for the meter reading data transfer issue. We will continue to monitor this upcoming billing.
- Adjusted Michael & Michaela's job tasks and workplace to better fit current and future needs.

### **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.
- Continuing to work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system.
- Encompassing the 2024-2025 loan cycle, four PWB loan applications were submitted for the following projects:

Powell Booster Station: \$2.85 million  
 Lund Avenue Main Relocation: \$1.3 million  
 Bethel Road Main Replacement: \$3.101 million  
 Retsil Road Main Relocation: \$2.083 million  
 Loan applications total: \$9.334 million for projects

- SKWRF Lead Operator job announcement has been posted.

- HRA VEBA – Staff have been provided with ballots for voting on payout of sick leave accruals for retirement and termination of employment. The Board will be provided with a resolution at the next meeting if it is determined the staff prefer a different policy on the payouts considered.
- Preparing for the 2024 budget cycle.
- Staff have completed incorporating procedures and notifications to comply with Engrossed Substitute House Bill 1329 – Addressing Utility Shut Offs Extreme Heat.
- GM Screws requested an employee appreciation luncheon be held July 27<sup>th</sup> at 11:30 a.m.; the Board approved.
- The Board was asked who would be attending the upcoming WASWD fall conference, the commissioners will indicate by the end of next week if they will be attending.

**COMMISSIONERS’ REPORTS**

Commissioners Way, Hart, and Lundberg had nothing to report.

**EXECUTIVE SESSION**

None requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:40 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**  
**2024 BUDGET PREPARATION SCHEDULE**

**August 2, 2023**

- |                     |   |
|---------------------|---|
| <u>August 2</u>     | General Manager provides the Board of Commissioners with the 2024 budget proposed timetable for WSUD and SKWRF.   |
| <u>August 3</u>     | General Manager submits notice to Department Managers for filing the 2024 budget requests and forms.  |
| <u>August 25</u>    | Department Managers return appropriation requests and forms to General Manager. Expenditure and revenue estimates are forwarded to Finance staff for data entry and check.  |
| <u>August 31</u>    | Department Managers meet with General Manager to discuss budget requests and review department objectives/programs.   |
| <u>September 6</u>  | General Manager and Department Managers review with the Board of Commissioners the planned 2024 SKWRF, Water & Sewer Capital Improvement Projects. Discussion regarding modification of utility rates, charges, and fee schedule. |
| <u>September 17</u> | General Manager completes the initial draft of the proposed 2024 WSUD & SKWRF Budgets.  |
| <u>September 20</u> | General Manager submits the proposed 2024 SKWRF Budget and Budget Statement to Board of Commissioners and SKWRF Sewer Advisory Committee. General Manager reviews the 2024 SKWRF Budget with the Sewer Advisory Board.            |
| <u>October 18</u>   | General Manager submits the proposed 2024 WSUD Budget and Budget Statement to Board of Commissioners.   |
| <u>October 25</u>   | Budget work session with the Board of Commissioners, General Manager, and Department Managers.  |
| <u>November 1</u>   | Sewer Advisory Committee conducts the second review of the 2024 SKWRF Budget if needed.   |
| <u>November 15</u>  | First reading of the WSUD and SKWRF 2024 Budget Resolution. The Board of Commissioners receives a resolution to modify utility rates, charges, and fee schedules.   |
| <u>December 6</u>   | Second reading of the WSUD and SKWRF 2024 Budget resolution; Board of Commissioners adopts final Budget.  |



July 25, 2023

West Sound Utility District

Attn: Randy Screws

2924 SE Lund Ave

Port Orchard, WA 98366

Subject: **Notification of Conflict/Utility Relocation Requirement**

SR3 / SR16 / SR 166 / Gorst Vicinity – Remove Fish Barrier, SR166 MP 4.52

Dear Randy:

This is your formal notification that facilities owned by West Sound Utility District (UTILITY) are in conflict with the SR3 / SR16 / SR166 / Gorst Vicinity – Remove Fish Barriers Project (PROJECT) and may require relocation. The PROJECT will eliminate the fish barrier culvert beneath the highway and replace it with a fish-passable structure.

This notification letter provides descriptions of the PROJECT scope, PROJECT milestones, and UTILITY franchising and permitting requirements.

### **PROJECT Scope**

The PROJECT proposes to replace the fish barrier culvert at Olney Creek crossing SR 166 at milepost 4.52. Enclosed are a preliminary Utility Conflict Plan and Vicinity Map for your reference.

### **PROJECT Milestones**

WSDOT milestones for the PROJECT:

October 2023	Advertise Contract
July 2024	Construction Notice to proceed
April 2029	Project Completion

### **Permits or Franchises**

If UTILITY facilities occupy the property by a city, county, or state franchise, permit, or ordinance, UTILITY does not possess a compensable real property interest, and, therefore, is responsible for the relocation costs of its facilities that are in conflict with the PROJECT.

WSDOT will be responsible for costs to resolve conflict of UTILITY facilities with the PROJECT only if UTILITY owns a compensable real property interest in the property which its facilities occupy. To prove such an interest, UTILITY must provide WSDOT one of the following:

- a deed showing fee title in ownership to the property;
- a deed showing easement rights to use the property; or

*West Sound Utility District*  
July 25, 2023

**Notification of Conflict/Utility Relocation**

- a court finding a prescriptive easement rights

At this time, the UTILITY’s facilities reside on SR 166 under City of Port Orchard ordinance. In accordance with Washington State RCW 47.24.020 the department is authorized to enforce in an action brought in the name of the state any condition of any franchise which a city or town has granted on such street.

In the prosecution of the relocation work, the UTILITY and its contractors shall work diligently and in good faith to coordinate their work and resolve all issues as not to delay the PROJECT.

The UTILITY is fully responsible to acquire all necessary permits and approvals for its relocation work, including environmental documentation and permitting. WSDOT expects that the UTILITY will determine its permitting needs and apply for permits in a timely manner to ensure that permit timelines will not delay the relocation work. The UTILITY shall notify WSDOT immediately if there are concerns regarding the acquisition of permits or easement rights in time to meet relocation deadlines.

Please note, should your organization not timely commence, execute, and complete any adjustment and/or relocation work as determined necessary for the PROJECT, the UTILITY may be held responsible for construction and delay costs incurred during the PROJECT.

Your assistance and cooperation are greatly appreciated. The WSDOT contact for this PROJECT is Devin Maher, email [maherd@wsdot.wa.gov](mailto:maherd@wsdot.wa.gov) , and phone 360-570-6745. Please contact Devin for questions or if you need further information.

Sincerely,  
*Devin Maher*

Devin Maher  
WSDOT Olympic Region Utilities Manager

Enclosed: Utility Conflict Plan, Vicinity Map.

cc:



