

# WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Board Meeting

September 6, 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 August 16, 2023
2. Approval of the Special Minutes of Open Public Meeting August 16, 2023
3. Approval of Vouchers WSUD #31638 through #31680 in the amount of \$151,606.21
4. Approval of Vouchers SKWRF #17599 through #17629 in the amount of \$76,355.79

### BOARD DISCUSSION/ACTION ITEM

1. Discussion, Notification/Alert Systems
2. Resolution 1099-23, Adoption of the Accounting Specialist I Job Description
3. Resolution 1100-23, Changer of Position, 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

September 13	Special Meeting, 2024 Capital Improvement Budgets (10:00 am)
September 13	Regular Board Meeting (Second Wednesday of the Month)
October 4	Regular Board Meeting
October 4	Sewer Advisory Committee (City Hall)
October 18	Regular Board Meeting
October 25	Special Meeting, Work Session for the 2024 District Budgets (10:00 am)

**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, August 16, 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 August 2, 2023
2. Approval of Vouchers WSUD #31605 through #31637 in the amount of \$317,926.75
3. Approval of Vouchers SKWRF #17587 through #17598 in the amount of \$131,558.62
4. Approval of the August Payroll in the amount of \$236,142.02

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, Business Hours

GM Screws asked for the Board's opinion on changing the office closing time to 3:45 p.m., which would be the same as the lobby closing time. The Board had no objection.

WSUD Water System Plan Approval Letter

GM Screws announced the Water System Plan had been approved by the WA State Department of Health.

Resolution 1098-23, Authorize Purchase of Chemical Storage Buildings

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.
- Load bank project: Awaiting equipment delivery, expected ship date November 17<sup>th</sup>.
- Lead Operator job opening has been posted. Very few applicants.
- Attended a Plant Tour at the City of Bremerton last week.
- Submitted second quarter Performance Report to D.O.E. on grant funding.
- Submitted July Municipal and GNP DMRs.
- Waste Management began discharging leachate on Monday, August 14<sup>th</sup>.
- CAS basin Aerostrip cleaning in progress.
- Leadership Kitsap orientation this Friday, August 18<sup>th</sup>.

### 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>.
- Awaiting punch list completion, as-builts, and polymer pump for full close out.

### Nutrient General Permit (2022)

- Ongoing testing and documentation.
- Still awaiting a decision on in-house accreditation from D.O.E., submitted all documentation to Ecology on 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% 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.
- Received costs and specs. Meeting with WSE on Thursday, August 17<sup>th</sup> to go over the project.

Crew:

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update; says were on his schedule.
2. Commercial/Residential water meter replacements continue.
3. Many small leaks have been repaired over the last couple weeks.
4. Flush and TV workorders continue.
5. Well 22 rehab project is being put back together this week. We will get it back into the system after samples are taken and results are satisfactory.
6. WSDOT Franchise permit is moving forward, met with the engineer this morning.
7. Sanitary survey completed, minimal findings for repair. Gas monitors will be installed soon.

Water Production: Through July

- 2022- 331,929,000 gallons
- 2023- 368,404,000 gallons
- 2.8-million-day avg.
- 87,090,000 gallons in July

Rain Gauge:

- 2022- 28.20"
- 2023- 22.6"

Difference- 5.44" LESS than last year

**FINANCE MANAGER'S REPORT**

Finance Manager Joy Ramsdell reported:

- As of yesterday, we have 27 accounts with \$16K total 90-days past due balance.
- Shut offs have been rescheduled to next Wednesday, August 23<sup>rd</sup> due to the heat warning.
- Received retro program refund: \$3,900 for SKWRF and \$4,700 for WSUD. Total \$8,700 this year. Only 28% of last year's refund.
- Started working on the 2024 budget.
- Registered attendees for the WASWD conference.
- Working on the SKWRF first half of 2023 budget review.

**GENERAL MANAGER'S REPORT**

General Manager Randy Screws reported:

- Follow up to Resolution 1089-23, Declaring an Emergency for Well 16, Section three (3). A final finding of cost allocation to address the emergency was in the amount of \$24,023.12 for the Well Driller and \$846.36 for the Electrical Contractor. The total expenses incurred total \$24,869.42.
- 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.
- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City’s sewer system continues.
- Work continues on the 2024 budget.
- Work continues to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project.
- Cable theft of some spare lift station pumps occurred the week of August 6<sup>th</sup>. The replacement parts are just under \$20,000. A report has been filed with the Kitsap County Sherriff’s Office.

**COMMISSIONERS’ REPORTS**

Commissioner Hart inquired about staffing levels at the SKWRF and discussed potential additional hires in the future. Commissioner Lundberg followed up on a previous discussion on phone alerts for outages. GM Screws discussed different software being evaluated and asked the Board’s opinion on utilizing social media; the Board was open to it. Commissioner Way had nothing to report.

**EXECUTIVE SESSION**

None requested.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:46 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  
Minutes of Open Public Meeting  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, August 16, 2023

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

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Attending: Amber Brooks, Accounting/Office Assistant  
Brian McCown, Operator II  
Debbie Raymond, Senior Customer Service Rep  
Jacob Holcombe, GIS/IT Specialist  
Janet Essig, Customer Service Rep  
John Tapia, Operations Manager  
Joy Ramsdell, Finance Manager  
Ken Bagwell, Attorney  
Marty Grabill, Plant Manager  
Michael O'Leary, Accounting/Office Assistant  
Michaela Horishige, Accounting/Office Assistant  
Randy Screws, General Manager  
Wesley Morrell, Electronics/Instrument Tech

A training session led by Attorney Ken Bagwell began at 11:00 a.m. regarding open public meetings, public records, and public records management.

**ADJOURN**

The meeting was adjourned at 12:30 p.m. No action was taken.

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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 1099-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT  
BOARD OF COMMISSIONERS  
ADOPTING THE  
ACCOUNTING SPECIALIST I JOB DESCRIPTION**

**WHEREAS**, the District’s personnel policies include a comprehensive index of job descriptions which are periodically updated; and

**WHEREAS**, the Board of Commissioners approved by Resolution 1038-22 on November 1, 2022, the 2023 Salary Schedule (Exhibit “A”) which included a new position identified as an “Accounting Specialist I”; **NOW THEREFORE**,

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

**Section 1.** The job description for “Accounting Specialist I” (Exhibit “B”) is hereby approved and adopted.

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a Regular Board meeting held on September 6, 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

Effective:

**January 1, 2023**

Approved

Res 1038-22

COLA

8.80%

<b>Pay Grade</b>	<b>Classification</b>		<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>
27	General Manager - Contract						
26	No Classification Assigned	Yearly	121,952.46	128,050.08	134,452.58	141,175.21	148,233.97
		Monthly	10,162.70	10,670.84	11,204.38	11,764.60	12,352.83
25	No Classification Assigned	Yearly	116,145.20	121,952.46	128,050.08	134,452.58	141,175.21
		Monthly	9,678.77	10,162.71	10,670.84	11,204.38	11,764.60
24	No Classification Assigned	Yearly	110,614.48	116,145.20	121,952.46	128,050.08	134,452.58
		Monthly	9,217.87	9,678.77	10,162.71	10,670.84	11,204.38
23	No Classification Assigned	Yearly	105,347.12	110,614.48	116,145.20	121,952.46	128,050.08
		Monthly	8,778.93	9,217.87	9,678.77	10,162.71	10,670.84
22	Wastewater Treatment Plant Mgr	Yearly	100,330.59	105,347.12	110,614.48	116,145.20	121,952.46
	Finance Manager	Monthly	8,360.88	8,778.93	9,217.87	9,678.77	10,162.71
21	Operations Manager	Yearly	95,552.94	100,330.58	105,347.11	110,614.47	116,145.19
	District Engineer	Monthly	7,962.74	8,360.88	8,778.93	9,217.87	9,678.77
20	No Classification Assigned	Yearly	91,002.80	95,552.94	100,330.59	105,347.12	110,614.48
		Monthly	7,583.57	7,962.75	8,360.88	8,778.93	9,217.87
19	Lead Operator SKWRF	Yearly	86,669.33	91,002.79	95,552.93	100,330.58	105,347.11
	Utility Foreman	Monthly	7,222.44	7,583.57	7,962.74	8,360.88	8,778.93
18	Maintenance Supervisor SKWRF	Yearly	82,542.21	86,669.32	91,002.79	95,552.93	100,330.58
		Monthly	6,878.52	7,222.44	7,583.57	7,962.74	8,360.88

Effective:

**January 1, 2023**

Approved

**Res 1038-22**

COLA

8.80%

<b>Pay Grade</b>	<b>Classification</b>		<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>
17	No Classification Assigned	Yearly	78,611.63	82,542.21	86,669.32	91,002.79	95,552.93
		Monthly	6,550.97	6,878.52	7,222.44	7,583.57	7,962.74
16	Electronics/Instrumentation Technician	Yearly	74,868.22	78,611.63	82,542.21	86,669.32	91,002.79
		Monthly	6,239.02	6,550.97	6,878.52	7,222.44	7,583.57
15	Laboratory Analyst/WWTP Operator II Inspector/Utility Specialist 3 GIS Specialist	Yearly	71,303.07	74,868.22	78,611.63	82,542.21	86,669.32
		Monthly	5,941.92	6,239.02	6,550.97	6,878.52	7,222.44
14	No Classification Assigned	Yearly	67,907.68	71,303.07	74,868.22	78,611.63	82,542.21
		Monthly	5,658.97	5,941.92	6,239.02	6,550.97	6,878.52
13	WWTP Operator I Utility Specialist 2	Yearly	64,673.98	67,907.68	71,303.06	74,868.21	78,611.62
		Monthly	5,389.50	5,658.97	5,941.92	6,239.02	6,550.97
12	Senior Customer Service Representative Accounting Specialist III	Yearly	61,594.27	64,673.98	67,907.68	71,303.06	74,868.21
		Monthly	5,132.86	5,389.50	5,658.97	5,941.92	6,239.02
11	Utility Specialist 1 Operator Trainee	Yearly	58,661.21	61,594.27	64,673.98	67,907.68	71,303.06
		Monthly	4,888.43	5,132.86	5,389.50	5,658.97	5,941.92
10	Customer Service Representative Accounting Specialist II	Yearly	55,867.82	58,661.21	61,594.27	64,673.98	67,907.68
		Monthly	4,655.65	4,888.43	5,132.86	5,389.50	5,658.97

Effective:

**January 1, 2023**

Approved

Res 1038-22

COLA

8.80%

<b>Pay Grade</b>	<b>Classification</b>		<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>
9	Utility Specialist Trainee	Yearly	53,207.44	55,867.82	58,661.21	61,594.27	64,673.98
	Accounting Specialist I	Monthly	4,433.95	4,655.65	4,888.43	5,132.86	5,389.50
8	No Classification Assigned	Yearly	50,673.75	53,207.44	55,867.81	58,661.20	61,594.26
		Monthly	4,222.81	4,433.95	4,655.65	4,888.43	5,132.86
7	Accounting/Office Assistant	Yearly	48,260.72	50,673.76	53,207.45	55,867.82	58,661.21
		Monthly	4,021.73	4,222.81	4,433.95	4,655.65	4,888.43
6	No Classification Assigned	Yearly	45,962.59	48,260.72	50,673.76	53,207.45	55,867.82
		Monthly	3,830.22	4,021.73	4,222.81	4,433.95	4,655.65
5	No Classification Assigned	Yearly	43,773.89	45,962.58	48,260.71	50,673.75	53,207.44
		Monthly	3,647.82	3,830.22	4,021.73	4,222.81	4,433.95
4	No Classification Assigned	Yearly	41,689.42	43,773.89	45,962.58	48,260.71	50,673.75
		Monthly	3,474.12	3,647.82	3,830.22	4,021.73	4,222.81
3	No Classification Assigned	Yearly	39,704.21	41,689.42	43,773.89	45,962.58	48,260.71
		Monthly	3,308.68	3,474.12	3,647.82	3,830.22	4,021.73
2	No Classification Assigned	Yearly	37,813.54	39,704.21	41,689.42	43,773.89	45,962.58
		Monthly	3,151.13	3,308.68	3,474.12	3,647.82	3,830.22
1	No Classification Assigned	Yearly	36,012.89	37,813.54	39,704.22	41,689.43	43,773.90
		Monthly	3,001.07	3,151.13	3,308.69	3,474.12	3,647.83

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Accounting Specialist I

**FLSA:** Non-Exempt

**Reports to:** Finance Manager

### Major Function

The Accounting Specialist I performs a wide range of administrative and accounting support duties for the Finance Department, and the General Manager to facilitate the efficient operation of the District. necessary. This includes but is not limited to Accounts Payable, Accounts Receivable, Journal Entries, Fixed Assets, Reconciliation, Payroll, Utility Billing, Customer Service, Adjustments, Final Billings, Cash Receiving, and Permitting.

### Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Specific duties and responsibilities include, but are not limited to:

1. Assists in asset control and annual inventories. Assist in maintaining depreciation accounts.
2. Implement District policies.
3. Assist in maintaining District financial records.
4. Assists with the preparation of vouchers designated for Kitsap County.
5. Assists with the preparation of invoices and vouchers.
6. Assists in completing the monthly General ledger.
7. Mail warrants and other documents.
8. Assist in maintaining timesheets and employee leave records.
9. Maintain employee leave records.
10. Prepares Accounts Payable and Payroll.
11. Assists in the audit of reimbursements.
12. Replenish petty cash for district activities.
13. Answering vendors and district staff questions for invoices and other financial topics.
14. Maintains financial files and Developer Extension files.
15. Data entry of budget information into the accounting system.
16. Performs other related duties as assigned.
17. Assists in Customer Billing, Front Desk duties, and other Customer Service tasks.
18. Prepares and processes water and sewer account applications.

## **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license at all times.

The minimum training and education requirements include:

Education: High school diploma

Certifications: First Aid (within the first year of employment)

A Bachelor's or Associate's degree in accounting or related field is desirable.

## **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Two years of job-related experience or education in accounting and/or bookkeeping.
- Knowledge of government accounting principles and procedures.
- Working knowledge of PC-based software including word processing, spreadsheets, databases, and Windows in a network environment.
- Knowledge of general office procedures.
- Familiarity with utility billing and accounting practices and systems.
- Familiarity with Developer Extension Contracts, procedures and processes
- Familiarity with filing systems and procedures.
- Able to type at 40 words per minute.
- Ability to work with vendors/district staff to identify problem areas and reach equitable solutions within the framework of District policies.
- Ability to establish and maintain effective working relationships with District personnel, other agencies, and the general public.

An Accounting Specialist I must be able to communicate effectively both verbally and in writing. The incumbent should possess good judgment, the ability to make decisions without supervision, and the capability to serve the public in a professional and courteous manner.

## **Working Conditions**

Work is primarily performed in an office environment.

### **Physical Stamina**

The Accounting Clerk must have overall stamina and the ability to perform moderate physical activity throughout the workday. The incumbent must have vision corrected to at least 20/40.

### **Experience**

Any combination of experience and training that provides the District with the desired skills, knowledge, and abilities.

The Accounting Specialist I shall have direct office-related experience, preferably five years, and applicable accounting experience.

### **Other**

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.



**WEST SOUND UTILITY DISTRICT  
RESOLUTION 1100-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
CONFIRMING A CHANGE OF POSITION  
FOR MICHAEL O'LEARY**

**WHEREAS**, Mr. Michael O'Leary was hired by West Sound Utility District on May 17, 2021, to serve as an Accounting/Office Assistant; and

**WHEREAS**, a positive performance evaluation of Mr. O'Leary was recently conducted by the Finance Manager and reviewed and discussed with the General Manager; and

**WHEREAS**, Mr. O'Leary is currently eligible to receive a wage step increase and the Finance Manager recommends a change of position commensurate with the service level that Mr. O'Leary is providing to the District; and

**WHEREAS**, the General Manager recommends such position change and increase be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

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

**Section 1.** Effective September 1, 2023, Mr. Michael O'Leary's salary shall be increased from Pay Grade 7, Step 2 (\$4,222.81) per month to Accounting Specialist I, Pay Grade 9, Step 1 (\$4,433.95) per month.

**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a regularly scheduled meeting on September 6, 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