

# WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Special Board Meeting

September 13, 2023  
10:00 AM

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 September 6, 2023
2. Approval of Vouchers WSUD #31681 through #31709 in the amount of \$684,446.24
3. Approval of Vouchers SKWRF #17630 through #17649 in the amount of \$50,737.46
4. Approval of the September Payroll in the Amount of \$XXXXXXX

### BOARD DISCUSSION/ACTION ITEM

1. Resolution 1101-23, Confirming the Hiring of the SKWRF Lead Operator
2. Discussion, Cross Connection Control Management Service Fees
3. Study Session, 2024 Water & Sewer Capital Improvement Projects.
4. Study Session, Proposed 2024 Utility Rates, Charges, and Master Fee Schedule

### 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

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, September 6, 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  
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 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

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, Notification/Alert Systems

GM Randy Screws discussed a few options we are looking at for the phone systems for alerts for customers. GM Randy Screws also asked the Commissioners if they would like to attend the demos and they would.

Resolution 1099-23, Adoption of the Accounting Specialist I Job Description

Passed 3-0

Resolution 1100-23, Changer of Position, WSUD Employee

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. Final interview this morning.
- Waste Management began discharging leachate on Monday, August 14<sup>th</sup> and continues into week three.
- CAS basin Aerostrip cleaning completed.
- Leadership Kitsap orientation this Friday, August 18<sup>th</sup> and 19<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.

## **OPERATIONS MANAGER'S REPORT**

Operation 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.
- Had a meeting with WSE and talked about things we found in the specs.

Crew:

1. St. Vincent DePaul project City contacted about the permit. Reached out to Casco for time update. Says were on his schedule.
2. Commercial/Residential Water meter replacements continue.

3. A new vactor has arrived.
4. Flush and TV workorders continue.
5. Well 22 rehab project is being put back together at the end of last week. Should be ready end of this week.
6. WSDOT Franchise permit is moving forward. Meeting with engineer this morning.
7. The sanitary survey report is being completed.
8. Budget process continues.
9. Ordered our replacement cables for our pumps.
10. Ordered chemical buildings for Hypo stations.

Water Production: Through July

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

- Billed consumption was 80 million gallons, 17% increase compared to August 2022.
- August billed revenue – Sewer \$479K, increased 9% from last year, added 4 ERU; Water \$549K, increase 24% added 17 ERU.
- 1,847 accounts paid online including 1,706 autopay. Processed final billing for 44 accounts.
- 109 final letters sent out, there were 0 shut offs and 1 lien.
- Continue working with 2024 budget.
- Staff update.

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

General Manager Randy Screws reported:

Have had interviews with five different vendors who provide contact communications. A wide variety of costs and services are available from around .75 cents per contact per year to \$4.80/year/person depending on the needs of the district. I have been currently considering the needs to include:

- Contacting staff regarding inclement weather situations.
- BOC Reminder calls

- Provide customers in geofenced areas of notification of main breaks or other service interruptions. This would be accomplished by staff at the job location once an assessment is made.
- Customer notification of overdue billings.
- General notifications such as voluntary conservation, public hearings, etc.
- Staff continue to assess installation scenarios for the proposed carport-type area for District vehicles.
- 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. Reminder of next week's Board and Budget meeting at 10:00 to discuss 2024 Capital planning and modification of rates and charges.
- Work continues to address the need to relocate infrastructure for the Highway 166 Fish Barriers Project.
- Staff have concluded interviews for the Lead Operator position at SKWRF.

### **COMMISSIONERS' REPORTS**

Nothing to report.

### **EXECUTIVE SESSION**

The Board entered into a 5-minute Executive Session for the purpose of considering the performance of a public employee under RCW 42.30.110 section 1(g) with GM Randy Screws, Joy Ramsdell and Commissioners at 1:38 p.m. Executive Session ended at 1:43 p.m. with action taken.

### **ADJOURN**

Commissioner Hart moved to adjourn the meeting at 1:45 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 1101-23**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT  
BOARD OF COMMISSIONERS  
CONFIRMING THE HIRING OF MR. RALPH SCOTT**

**WHEREAS**, West Sound Utility District advertised and received applications for the open Lead Operator Position at the SKWRF; and

**WHEREAS**, interviews were conducted with the most qualified candidates with Mr. Ralph Scott selected as the most capable person to fill the position; and

**WHEREAS**, it is the desire of the SKWRF Plant Manager and General Manager to hire Mr. Scott as the SKWRF Lead Operator; **NOW, THEREFORE**,

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

**Section 1.** The General Manager's hiring of Mr. Scott to fill the position of SKWRF Lead Operator is hereby confirmed by the Board of Commissioners. The Board further approves Mr. Scott commencing work on or after October 2, 2023, and setting Mr. Scott's salary at Pay Grade 19, Step 1 (\$7,222.44/mo.).

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on September 13, 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