

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Board Meeting

March 6, 2024
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 February 21, 2024
2. Approval of Vouchers WSUD #32091 through #32123 in the amount of \$49,445.57
3. Approval of Vouchers SKWRF #17856 through #17867 in the amount of \$47,525.78

BOARD DISCUSSION/ACTION ITEM

1. Resolution 1129-24, Amending the 2024 Budget, Water Utility Capital Outlay Allocation
2. Resolution 1130-24, Confirming the Hiring of Utility Specialist Trainee, Corey Carter
3. Resolution 1131-24, Confirming the Hiring of SKWRF Operator Trainee, Hansen Blossey
4. Resolution 1132-24, Step Increase, WSUD Employee
5. Resolution 1133-24, Rejection of Bids for Cleanout and Redevelopment of Well 14
6. Resolution 1134-24, Rejection of Bids for Cleanout and Redevelopment of Well 17

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

March 6	Regular Board Meeting
March 19	SAC Meeting, 3:00 PM WSUD Offices
March 20	Regular Board Meeting
April 3	Regular Board Meeting
April 17	Regular Board Meeting

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, February 21, 2024, 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
Michaela Horishige, Accounting Specialist

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 January 17, 2024
2. Approval of Vouchers WSUD #32000 through #32054 in the amount of \$73,337.35
3. Approval of Vouchers SKWRF #17805 through #17838 in the amount of \$170,474.20

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, Cost of Service Model for Rates

GM Randy Screws asked the Board if they want him to look into potential new models for sewer rate structures and their effects. With a variety of factors such as number of lift stations utilized, grinder pumps, ADUs, etc. alternative models may increase equitability for individual ratepayers. The Board indicated they do want research done in this area.

Resolution 1126-24, Accepting the PWB Loan, Powell Booster Pump Station

Passed 3-0

Resolution 1127-24, Well 16 Rehabilitation Contract Award

Passed 3-0

Resolution 1128-24, Well 11 Rehabilitation Contract Award

Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill reported:

General Updates

- NPDES Permit renewal is in process. We will continue to operate under our current permit until a new one has been issued.
- Currently working on the Industrial Stormwater General Permit renewal.
- Leachate discharge to the plant from Waste Management began Monday, January 15th, and lasted four weeks. Currently awaiting driver logs.
- OIT Position. We posted for an Operator in Training position per the 2024 approved budget and SAC approval. We received numerous applications and held interviews last Thursday. It was a great pool of applicants. We are attempting to schedule a second interview with some applicants next week. Since the luck of filling the Lead Operator position was unsuccessful, and since it was approved and budgeted, I would like to proceed with the hiring of two OITs to fill the positions, pending our second round of interviews.

2023 Load Bank Replacement

- Load bank project update. Load bank installation will begin Thursday, February 22nd, with a completion date set for Monday, February 26th.

Nutrient General Permit (2022)

- Still awaiting a decision on in-house accreditation from D.O.E.

2024 Projects

Electrical Switch Gear Replacement

- I had an electrician onsite to give me a general replacement cost. I received one quote so far and am reaching out for more.

Grit Pump Replacement

- Received three quotes from vendors. No further updates.

Fine Screen Replacement

- Currently looking at replacement options. Reaching out to vendors for retrofit or direct replacement.

Concrete Structure Repairs

- I invited three contractors to the SKWRF to bid on expansion joint and structural repairs. I have received one bid back, and one contractor chose not to bid on the job.

OPERATIONS MANAGER'S REPORT

Operation Manager John Tapia reported:

CIP - Powell Booster Station Engineering

- 100% Plans are completed.
- Should be going out shortly now.

Olney Sewer Replacement

- Engineering contract has been signed with WSE.
- Received updated engineer's estimate with manhole changes: \$1,162,056.28.
- I have written up the RFP. Waiting for taxes to be updated on the engineer's estimate.

Crew:

1. Well 22 VFD has been ordered and should be shipped on February 26th.
2. Four new chemical shelters are installed. Electrical is being worked on now.
3. Residential meters for replacements will start back up soon.
4. WSDOT roundabout project: I sent over sewer as-builts for that area.
5. Water main flushing is completed.
6. Motor for Salmonberry Booster 1 has been rebuilt by Red's Electric. Waiting for the new motor from Hurley.
7. Only the sewer flow meter install at Grandridge is left. Need a valve installed, the closest one is 1,600 feet away. Erik and Ian are going through them and calibrating them.
8. Three spare pumps for sewer stations will be ordered: Ridgeline, Villa and Blueberry. Received Ridgeline but they sent the wrong pump.
9. Two vehicles have been ordered. Estimated delivery date in April.
10. Received one bid each for Wells 11 & 16.
11. Well 14 and 17 bid opening on February 27th.
12. Attended the ERWOW conference. It was a good conference.

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- This month we sent 126 past due letters, 11 accounts were shut off, and 1 lien was filed.
- As of today, there are 34 accounts with a 90-day past due balance totaling \$16K.
- I continue to work on year end. 2023 invoices should all be in. Currently working on pension liability calculation according to DRS report. This is the last part for the 2023 year-end adjustments.
- Discussing staff adjustments to be more effective.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

The District has currently advertised four of the planned well rehabilitation projects. Staff continue to work on other requests for proposals for the 2024 planned projects.

- Work on the gravity sewer from the Annapolis lift station to eliminate the overflow connection to the City's sewer system continues.
- Met with HDR Engineering on February 8th to discuss Fish Barriers Project on Hwy 166.
- Currently working on the 5th set of well rehabilitation bid documents for publication.

SKWRF NPDES Permit

The analytical information for nutrients has been received by SKWRF. The Board previously indicated a desire to schedule a work study session to go over the NPDES and Nutrient permit. A study session to review can be scheduled anytime the Board desires to review the information.

Plant Tour

An invite was sent out for a tour of the SKWRF as requested by a council person from the city. The tour is scheduled for March 5th at 3:30 pm. The Board has been provided with an invitation via email. I will properly publish the meeting under the requirements of the Open Public Meetings Act in case any Board members would like to attend.

The Sewer Advisory Committee Meeting for February 27th has been cancelled. The city has tentatively provided a date of March 19th for the rescheduled meeting. Confirmation of the date and time has not been firmed up yet by the City.

SKWRF OIT Candidates: Two candidates will be interviewed for a second time.

WSUD Trainee: an interview is scheduled for a potential candidate.

COMMISSIONERS' REPORTS

Commissioner Hart discussed the meetings he had attended, including a tech seminar and discussion regarding PFAS. Commissioner Lundberg asked about the schedule for various fish barrier projects, GM Randy Screws relayed the most recent information from WSDOT. Commissioner Way had nothing to report.

EXECUTIVE SESSION

No executive session requested.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:36 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 1129-24**

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

**AMENDING THE WATER UTILITY
2024 CAPITAL OUTLAY ALLOCATION**

WHEREAS, on December 6, 2023, the Board of Commissioners approved Resolution 1110-23 adopting the 2024 West Sound Utility District Budget for the water and sewer utilities; and

WHEREAS, the 2024 West Sound Utility District Budget sets forth water and sewer capital improvement projects, programs, and funding; and

WHEREAS, District staff and the Districts contracted Hydrogeologist firm Robinson Noble, Inc., who has since merged with Terraphase Engineering Inc., they have determined a rehabilitation of Well 17 would be in the District's best interest at this time to allow for additional assessment of the redrilling of Well 17 into a potential different aquifer; and

WHEREAS, as a result of the afore mentioned determination, increased costs for Rehabilitation Services experienced by the District and the need of Well 20 Rehabilitation determined after the Capital Budgeting process, there is a need to adjust capital allocations within the 2024 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 2024 Water Capital Fund, 20-year Capital Outlay funding allocation changes.

- 1) Reallocate Capital Outlay funding from Well 17, and address the need for Well 20 Rehabilitation as follows:
 - a) Decrease the allocation of \$1,200,000.00 from Well 17 Re-drill to \$355,000.00 for Rehabilitation funding.
 - b) Increase Well 11 Rehabilitation funding from \$160,000.00 to \$355,000.00 for Rehabilitation Funding; and
 - c) Increase Well 14 Rehabilitation funding from \$145,000.00 to \$355,000.00 for Rehabilitation funding; and
 - d) Increase Well 16 Rehabilitation funding from \$160,000.00 to \$355,000.00 for Rehabilitation funding; and
 - e) Increase Well 18 Rehabilitation funding from \$160,000.00 to \$355,000.00 for Rehabilitation funding; and

- f) Inclusion of Well 20 Rehabilitation funding into the Capital Outlays in the amount of \$355,000.00.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled meeting on March 6, 2024.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1130-24**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT
BOARD OF COMMISSIONERS
CONFIRMING THE HIRING OF
UTILITY SPECIALIST TRAINEE,
COREY CARTER**

WHEREAS, West Sound Utility District advertised and received applications for a Utility Specialist Trainee position; and

WHEREAS, Interviews were conducted with the most qualified candidates with Mr. Corey Carter being selected as the most capable person to fill the position; and

WHEREAS, it is the desire of the Operations Manager, Utility Foreman, and General Manager to hire Mr. Carter as a Utility Specialist Trainee; **NOW, THEREFORE**,

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

Section 1. The General Manager's hiring of Mr. Carter to fill the position of Utility Specialist Trainee is hereby confirmed by the Board of Commissioners. The Board further approves Mr. Carter commencing work on or after April 1, 2024, and setting his salary at Pay Grade 9, Step 1 (\$4,589.14/mo.).

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board regular Board Meeting on March 6, 2024.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1131-24**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT
BOARD OF COMMISSIONERS
CONFIRMING THE HIRING OF
SKWRF OPERATOR TRAINEE,
HANSEN BLOSSEY**

WHEREAS, West Sound Utility District advertised and received applications for the SKWRF Operator Trainee position; and

WHEREAS, eleven (11) applicants were screened, with six (6) interviews conducted and a second interview conducted with Mr. Hansen Blossey after which it was determined that Mr. Blossey was deemed a capable person to fill a position of SKWRF Operator Trainee; and

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

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

Section 1. The General Manager's hiring of Mr. Blossey to fill the position of SKWRF Operator Trainee is hereby confirmed by the Board of Commissioners. The Board further approves Mr. Blossey commencing work on or after April 1, 2024, and setting his salary at Pay Grade 11, Step 1 (\$5, 059.53/mo.).

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board regular Board Meeting on March 6, 2024.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1132-24**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING A WAGE STEP INCREASE
FOR ERIC JAHN**

WHEREAS, Eric Jahn was hired by West Sound Utility District on February 13, 2023 as a Utility Specialist Trainee; and

WHEREAS, a positive performance evaluation of Mr. Jahn was recently conducted by the Operations Manager, Utility Foreman and reviewed by the General Manager; and

WHEREAS, Mr. Jahn 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 March 1, 2024, The Board of Commissioners hereby confirms that the salary of Eric Jahn shall be increased from Pay Grade 9, Step 3 (\$5,059.53/month) to Pay Grade 9, Step 4, (\$5,312.51/month).

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regularly scheduled Board meeting on March 6, 2024.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1133-24**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
REJECTS THE BIDS SUBMITTED FOR THE
CLEANOUT AND REDEVELOPMENT OF WELL 14**

WHEREAS, the District's water Capital Budget contains funding for the Cleanout and Redevelopment of its Well 14; and

WHEREAS, West Sound Utility District prepared and submitted project plans and advertised the public works project with a formal bid process; and

WHEREAS, two (2) bids from qualified contractors were submitted to the District by the bid deadline date; and

WHEREAS, the lowest responsible bidder had identified a schedule for initiation of the work on Well 14 at the end of the third quarter of the year with project completion in the fourth quarter of the year; and

WHEREAS, the District discussed the scheduling needs of the District to complete the work before its peak demand needs and was unsuccessful in coordination with the bidder; and

WHEREAS, the District requires the work to be completed before its peak demand needs and due to an error of omission of the needed timeline for completion of the work to meet the District's peak demand needs, is rejecting all bids **NOW THEREFORE**,

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

Section 1. The District's Board of Commissioners hereby rejects all bids submitted for Cleanout and Redevelopment of Well 14. The Board of Commissioners directs the General Manager to advertise the call for new bids for this project.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Regular Board Meeting on March 6, 2024.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1134-24**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
REJECTS THE BIDS SUBMITTED FOR THE
CLEANOUT AND REDEVELOPMENT OF WELL 17**

WHEREAS, the District's water Capital Budget contains funding for the Cleanout and Redevelopment of its Well 17; and

WHEREAS, West Sound Utility District prepared and submitted project plans and advertised the public works project with a formal bid process; and

WHEREAS, two (2) bids from qualified contractors were submitted to the District by the bid deadline date; and

WHEREAS, the lowest responsible bidder had identified a schedule for initiation of the work on Well 17 at the end of the third quarter of the year with project completion in the fourth quarter of the year; and

WHEREAS, the District discussed the scheduling needs of the district to complete the work before its peak demand needs and was unsuccessful in coordination with the bidder; and

WHEREAS, the District requires the work to be completed before its peak demand needs and due to an error of omission of the needed timeline for completion of the work to meet the District's peak demand needs, is rejecting all bids **NOW THEREFORE**,

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

Section 1. The District's Board of Commissioners hereby rejects all bids submitted for Cleanout and Redevelopment of Well 17. The Board of Commissioners directs the General Manager to advertise the call for new bids for this project.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Regular Board Meeting on March 6, 2024.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Susan Way
Chairperson

James J. Hart
Vice Chairperson

Jerry Lundberg
Secretary