

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday August 1, 2022 at 3:00 p.m.

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

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Attending: Randy Screws, General Manager  
John Tapia, Operation Manager  
Kevahn Steinke, Maintenance Supervisor  
Ken Bagwell, Attorney  
Amber Brooks, Accounting/Office Assistant

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

**PUBLIC COMMENTS**

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of July 18, 2022
2. Approval of the Special Board Meeting Minutes of July 25, 2022
3. Approval of Vouchers WSUD #30714 through #30742 in the amount of \$236,503.76
4. Approval of Vouchers SKWRF #17063 through #17081 in the amount of \$19,293.12

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 3-0.

**BOARD DISCUSSION/ACTION ITEM**

Discussion, June Consumer Price Index

Resolution 1029-22, Contract Award, Pat Hall Construction, Inc., Service Relocations  
Passed 3-0

Resolution 1030-22, Contract Award, Holt Services, Inc.  
Passed 3-0

**STAFF REPORTS**

**PLANT MANAGER'S REPORT**

Maintenance Supervisor, Kevahn Steinke Reported:

### PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.
- Monthly Conservation meetings for energy savings

### Rotary Drum Thickener-ESCO (2022)

- Continued work with Trane (ESCO) on Sharples replacement.
- Beginning to see longer lead times on supplies for this project. Now projected to go into July of 2023.
- Had a GMAX meeting July 15<sup>th</sup>. Project costs now exceed initial costs by \$118,000.00 additional dollars. Currently working with Trane in attempting to bring that cost back to budgeted amount.

### Nutrient General Permit (2022)

- Currently sampling per General Nutrient Permit.
- Ecology is preparing to move the Nutrient Reduction grants into the agreement development phase over the month of July, as they continue to recruit for the grant manager position.
- “We will be reaching out soon on getting that process moving.”
- No further updates.

### NPDES Reports

- Outfall inspection in the works. No hard date yet for this inspection.
- Currently, we are attempting to get accredited to run these tests in-house instead of relying on the outside lab. Currently waiting on Ecology’s reply.

### Industrial Storm water General Permit

- We are now covered under the Industrial Storm water General Permit as of July 21, 2022 via Department of Ecology.
- Received first annual Water Quality Fee invoice pertaining to this permit for \$1,862.31 due September 5<sup>th</sup>, 2022.

### Miscellaneous Updates

- Waste Management began discharging leachate on July 11<sup>th</sup>, 2022. This year Waste Management discharged leachate for 3 full weeks ending Friday, July 29<sup>th</sup>, 2022.
- Primary skimmer replacement completed in house.
- As of Monday, August 1<sup>st</sup>, 2022 we will be under a new permit manager through Department of Ecology. Tanya Lang is out, Madison Diaz is our new contact. This is the third permit manager in a years’ time.

## **OPERATIONS 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

- Addendum for project received. This is for offsite pipe abandonment and upsizing, no update.

### Sedgwick Water Main/Culvert Project

- We have been notified by WSDOT and Fisheries that the water main is in conflict with a new fish stream crossing culvert.
- Low bid came in at \$1,600,455.00 by Ceccanti.
- Project is making good progress.

### Eisenhower Main Replacement

- Engineers estimate is \$390,000.00.
- Low bid came in at \$401,455.00 by Pape and Sons.
- Project is almost complete.

### Fircrest/Mile Hill Main Replacement

- 2" galvanized to be replaced.
- Possible development going in, no update.

### Olney Sewer Replacement

- HDR engineering estimate came back high.
- Engineering contract has been signed with WSE.
- Looking at both open cut and pipe bursting.
- WSE is working on the survey schedule.

### Well 21 Pump and Motor Replacement

- Motor was found to be bad. Pump is being tested and hopefully it will be reinstalled soon.
- Possible install next week.

### Crew:

- St. Vincent DePaul project will happen after the rain late March, no update.
- Water meter replacements continue.
- Flush and TV sewer work orders.
- Installing water services.

### Water Production:

- 2021-\$293,910,000
- 2022-\$252,124,000
- Difference-\$41,786,000 less

## **FINANCE MANAGER'S REPORT**

Joy Ramsdell, Finance Manager Reported:

- Consumption was billed for July at 50m gallons which is a 28% less compared to July 2021.
- July revenue for sewer was \$422k, an increase of 9%, and we added 6 new connections. Water revenue was \$381k, a decrease of 10%, and we added 10 new connections.
- We final billed 52 accounts and 1650 customers are paying online including 1540 on auto pay.
- New SB will go live on August 5, 2022. We are busy getting that prepared. All testing came out well except FA reports. It will be fixed in the new version. Current customer features are removed. There will be some changes, especially PR timesheet.
- Preparing annual financial disclosure for Municipal Security Rulemaking Board.

**GENERAL MANAGER’S REPORT**

General Manager Randy Screws Reported:

- Work continues on restructuring of the District Developer permitting process. Currently working on unit pricing for construction cost and bonding requirements.
- Work continues on reviewing and updating the website.
- We continue the process of working towards finalizing the Water System Plan. The District received the draft plan from HDR Engineering and has commented. Currently we have scheduled to provide the Board with a final draft of the Water System Plan and discussion at the August 15, 2022 meeting.
- Reclassification of some of the risk class employees to reduce L&I Costs. Awaiting L&I response.
- No Executive Session is being requested.

**COMMISSIONERS’ REPORTS**

Commissioner Hart reported that he attended a Sec 2 Department of Ecology Water rights meeting. Commissioner Lundberg and Commissioner Way had nothing to report.

**EXECUTIVE SESSION**

No Executive Session was requested.

**ADJOURN**

Commissioner Lundberg moved to adjourn the meeting at 4:15 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

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Jerry Lundberg  
Chairperson

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Susan Way  
Vice-Chairperson

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James Jay Hart  
Secretary