

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Wednesday, January 18, 2023 at 1:00 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  
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**

None

**CONSENT AGENDA**

1. Approval of the Regular Board Meeting Minutes of January 4, 2023
2. Approval of Vouchers WSUD #31109 through #31136 in the amount of \$67,904.10
3. Approval of Vouchers SKWRF #17297 through #17310 in the amount of \$57,333.49
4. Approval of January Payroll in the Amount of \$218,815.70

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

**BOARD DISCUSSION/ACTION ITEM**

Resolution 1053-23, Amending Administrative Polices, Travel

Passed 3-0

Resolution 1054-23, SKWRF Equipment Purchase, Multiple Parameter Monitoring System

Passed 3-0

Resolution 1055-23, Amending Administrative Policies, Payment Methods

Passed 3-0

Resolution 1056-23, Approving a Cost of Service Recovery for an Imposed Utility Tax for Customers Within the Boundaries of the City of Port Orchard

Passed 3-0

## **STAFF REPORTS**

### **PLANT MANAGER'S REPORT**

Plant Manager Marty Grabill reported:

- Testing and monitoring as required by the NPDES Permit.
- Outfall inspection was completed 12/6/22. Submitted outfall inspection report on 1/17/23.
- Submitted annual Priority Pollutant report on 1/11/23.
- Resubmitted both the municipal and the GNP DMR's nine times this month. Final submission was yesterday for both of them.
- Completed 1<sup>st</sup> quarter storm water testing last week.

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

- Continuous work with PSE on Conservation Grant Agreement. Year 2 of 3 will be completed in February.
- PSE Teams meeting set for next Wednesday.

### **Rotary Drum Thickener-ESCO (2022)**

- Design review meeting upcoming.
- Upcoming meeting with TSI to discuss programming logistics.

### **Nutrient General Permit (2022)**

- Ongoing testing and documentation.
- Updates on grant funding. New Grant Project Manager hired for DOE. Spoke with Veronica Bridges today. She is shooting for Grant agreements to be out within the month.
- No updates on collaborating with Jacobs Engineering through AWC on nutrient optimization planning.
- Looking to purchase nutrient analyzers as part of this nutrient grant funding. Received 3 quotes and selected the best quote.

## **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**

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

### **Fircrest/Mile Hill Main Replacement**

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

### Olney Sewer Replacement

- Engineering contract has been signed with WSE.
- Project design has started with locate being complete.
- Going through project options with WSE.

### Crew:

1. St. Vincent DePaul project: City contacted about the permit. Reached out to Caseco for time update. Not enough workers lately.
2. Commercial water meter replacements continue.
3. Residential water meter replacements have begun. Starting with specific sections to coincide with reading times.
4. Water main prep for upper gradient starting in February.
5. Vac-Con ready to order. Just received quote today.
6. New TV Van quote has been reviewed and ready to order.
7. Continuing to set up job interviews.

### FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- Billed consumption in December was 38m gallons- up 21% from December 2021, but 4% decrease yearly.
- December revenues - Water \$334K, up 23% and added 20 new connections; Sewer \$415K, up 8.8% and added 205 new connection. Collected over \$1m total in GFCs.
- 1,835 accounts using online pay including 1,590 auto pay, 26 final billings.
- 47 accounts shut off today.
- January is the busiest month for both Finance and Customer Service. CS is working on setting up the In City Charge for city customer accounts and modifying the billing statement accordingly.
- Finance updated all employee payroll rates and benefits. All worksheets need to be updated; accrual and reversal for accounts payable and payroll, internal fund transfers to be completed.
- Calculated year end accrued compensated absences and made extra Veba contribution for qualified employees from their sick leave balances.
- Reviewed budget in Springbrook and chart of accounts.
- Working on year end project capitalization and calculating 2022 depreciation.

### GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Continuing to work on cyclical end of year items.
- Fire line/ fire suppression: Consultants have provided a draft copy of the Technical Memorandum. Technical Memorandum is under review for comments and will be providing any questions or comments next week to the consultants.
- Street light survey is complete. Staff continue reviewing the information.
- Continue reviewing the District's ADU Policies.

- Kitsap County is updating its capital facilities plan for the county which includes WSUD and SKWRF. Have begun compiling and submitting information as requested. Our first submission is due in February for wastewater collection, conveyance and treatment.

A fifteen minute Executive Session is being requested for Discussion of Performance of a public employee (RCW 42.30.110(1)(g)). No action is to be taken after the Board is out of Executive Session.

**COMMISSIONERS' REPORTS**

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

**EXECUTIVE SESSION**

The Board and GM Randy Screws entered a fifteen minute Executive Session at 1:35 p.m. The Session was extended by five minutes twice, at 1:50 p.m. and 1:55 p.m. Executive Session ended at 2:00 p.m. with no action taken.

**ADJOURN**

Commissioner Hart moved to adjourn the meeting at 2:01 p.m. The motion was seconded by Commissioner Lundberg; motion 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