

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
2924 SE Lund Avenue, Port Orchard, WA 98366
Wednesday, February 15, 2023 at 1:00 p.m.

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

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

Mr. James Tatum of 3897 Beach Drive spoke on current Accessory Dwelling Unit policies and his thoughts on how they could be made more equitable for customers.

CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of February 1, 2023
2. Approval of Vouchers WSUD #31173 through #31205 in the amount of \$126,512.68
3. Approval of Vouchers SKWRF #17330 through #17353 in the amount of \$75,673.06
4. February Payroll in the Amount of \$212,178.98

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, Accessory Dwelling Unit Policies

GM Randy Screws informed the Board that Kitsap County now allows two ADUs per parcel in Urban Growth Areas, with no requirement for the owner to reside on the parcel. A work-study session was requested to discuss how policies, GFC charges, and customer classifications will be affected by this change and how to ensure they are equitable. It was decided that further discussion would be held at the next Regular Board Meeting on March 1, 2023.

Resolution 1061-23, SKWRF Lead Operator Job Description

Tabled until the March 1, 2023 meeting.

Resolution 1062-23, Step Increase, 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.
- Placed order for primary skimmer replacement. This replacement may go into next year due to the lead time set for September 2023.
- Reaching out for quotes on grit pump replacement.
- Reaching out for quotes on generator switchgear replacement.

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement. Year 2 of 3 was completed in February 2023.
- PSE Teams meeting today. Attempting to get grant funding for our RDT project and working with PSE on providing data.

Rotary Drum Thickener-ESCO (2022)

- 100% design approved and stamped by the Dept. of Ecology.
- Thickener delivery set for May 5th, 2023.
- Mobilization set to begin May 12th, 2023.
- Closeout set for July 1st, 2023.

Nutrient General Permit (2022)

- Ongoing testing and documentation.
- No updates on grant funding.
- No updates on collaborating with Jacobs Engineering through AWC on nutrient optimization planning.

OPERATION 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

- JJ had a meeting with the engineers today and I haven't heard the outcome from that yet.

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.

Intertie with Manchester

- Engineering has been completed by WSE. Waiting for updated material costs from them.

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 continue.
4. Vac-con ordered.
5. New TV Van out to bid; opening on February 28th, 2023.
6. New hire Eric Jahn started Monday, February 13th, 2023.
7. Interviewed four applicants. All are great applicants.
8. Looking into mission updates for correct flow information reports. Two new flow meter installations soon.
9. Met with fire alarm contractor. We need a new system as we cannot get parts for repair of the old one (2001). Still haven't received a quote.

Water production through January:

- 2021: 42,235,000 gallons
- 2022: 40,573,000 gallons
- 1.3 million per day average
- Difference: 1,662,000 gallons less

Rain Gauge:

- 2021: 10.43"
- 2022: 6.34"
- Difference: 4.09" LESS than last year

FINANCE MANAGER'S REPORT

Finance Manager Joy Ramsdell reported:

- 111 past due letters were sent out this month and only 11 accounts were shut off.
- As of today, there are 40 accounts with a 90 day past due balance totaling \$21K.
- We discovered January billing errors caused by Springbrook programing, rate setup, and meter reading issues. Notified customers as soon as these were found and adjusted billing.
- Working on pension liability calculation.

GENERAL MANAGER'S REPORT

General Manager Randy Screws reported:

- Finalized cyclical end-of-year items.
- Fire line/ fire suppression: Consultants have provided a draft copy of the Technical Memorandum.
- Technical Memorandum is under review and discussion.
- Continue reviewing the District's ADU Policies.
- TV Inspection Vehicle identified in the 2023 sewer Capital Plan is out for public bid
- Staff are continuing assessing procuring a carport-type area for vehicles to protect the District's vehicles currently in the open.

A five-minute Executive Session is being requested for a Discussion of the Performance of a public employee (RCW 42.30.110(1)(g)). Action is to be taken after the Board is out of Executive Session.

COMMISSIONERS' REPORTS

Commissioner Hart reported attending the Retro Program meeting; a larger pool of participants will possibly be accepted this year. Commissioners Way and Lundberg had nothing to report.

EXECUTIVE SESSION

The Board and GM Randy Screws entered a five-minute Executive Session for Discussion of the Performance of a Public Employee under (RCW 42.30.110(1)(g)) at 2:15 p.m. Executive Session ended at 2:20 p.m. with action taken. Commissioner Hart moved to approve Resolution 1062-23. Motion was seconded by Commissioner Lundberg; the resolution passed 3-0.

ADJOURN

Commissioner Hart moved to adjourn the meeting at 2:21 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