

WEST SOUND UTILITY DISTRICT

Board of Commissioners
Regular Board Meeting

August 1, 2022
3:00 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 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

BOARD DISCUSSION/ACTION ITEM

1. Discussion, June Consumer Price Index
2. Resolution 1029-22, Contract Award, Pat Hall Construction, Inc., Service Relocations
3. Resolution 1030-22, Step Increase, WSUD Employee

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

August 15	Regular Board Meeting
August 17	Sewer Advisory Committee Meeting (SKWRF)
September 5	Regular Board Meeting
September 19	Regular Board Meeting

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
Monday July 18, 2022 at 3:00 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 Manger
Ken Bagwell, Attorney
Michaela Horishige, 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 5, 2022
2. Approval of Vouchers WSUD #30673 through #30713 in the amount of \$1,154,495.09
3. Approval of Vouchers SKWRF #17034 through #17062 in the amount of \$58,699.59
4. Approval of July Payroll in the amount of \$197,302.75

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

Resolution 1028-22, DEC, Payseno Lane Multifamily Apartments, Phase II
Passed 3-0

STAFF REPORTS

PLANT MANAGER'S REPORT

Plant Manager Marty Grabill Reported:

PSE Conservation Grant Agreement (2021-2023)

- Continuous work with PSE on Conservation Grant Agreement.

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 15th. Project costs now exceed initial costs by \$118,000.00 additional dollars.
- With current inflation, lead times, and a fixed budget, I'm currently undecided on direction. More to come.

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.”

NPDES Reports

- Outfall inspection in the works. No hard date yet for this inspection.
- Submitted both June Discharge Monitoring Reports again (due to missing data) to the Dept. of Ecology. This is the second month in a row I will need to resubmit both reports due to late laboratory results.
- Currently, we are attempting to get accredited to run these tests in-house instead of relying on the outside lab.

Miscellaneous Updates

- Waste Management began discharging leachate on July 11th.
- Primary skimmer replacement near completion with only some clean up and fine tuning left for full completion.

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 has started.

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

- Hokaido is on site pulling the pump today and tomorrow.

Pipe Line Project - Madrona

- Iron Horse has completed the liner and manhole rehabs. Video inspection looks good.

Crew:

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

FINANCE MANAGER’S REPORT

Accounting/Office Assistant, Michaela Horishige reported:

- Consumption was billed at 37m gallons which is a 26% drop compared to June 2021.
- May revenue for sewer was \$415k, an increase of 6%, and we added 2 new connections. Water revenue was \$313k, a decrease of 8.5%, and we added 4 new connections.
- We final billed 38 accounts, had 15 shut offs and 81 past due accounts totaling \$45k.
- 2nd Quarter employer taxes were filed.
- Continuing testing on the new version of Springbrook. We are planning to go live on August 5, 2022.

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.
- On Friday July 1st, WSUD received a letter from the City of Port Orchard informing the District that it will be imposing a Utility Tax on WSUD for gross revenues received for water and sewer within the incorporated areas of the City in which the District provides services. The tax will begin on January 1, 2023 and is currently at a rate of 5% per the City's Municipal Code Section 5.84.010. Staff are nearing completion of an assessment of charges and I will be providing a letter to the Mayor outlining these items we believe that are taxable. Once the District and City are in concurrence, the District can then explore how and what will need to be completed to setup our software and systems to accommodate the tax imposed.
- The Bureau of Labor Statistics has released the June CPI-U for Western United States. The rate is at 10.1% Seattle Tacoma Bellevue with a western CPI-U at 8.8% with a core inflation rate of 6.2%. I would recommend that the Board and I meet to discuss the Districts direction and how this will be potentially addressed at the Sewer Advisory Meeting scheduled for August 17th.

COMMISSIONERS' REPORTS

Commissioner Hart reported that he will not be attending the WEFTEC conference in October. 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 3:31 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary

WEST SOUND UTILITY DISTRICT
Minutes of Special Meeting of the Board of Commissioners
Held via Microsoft Teams Meeting
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, July 25, 2022

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

Attending: Randy Screws, General Manager
John Tapia, Operation Manager
Marty Grabill, Plant Manger
Joy Ramsdell, Finance Manager
Amber Brooks, Accounting/Office Assistant
Debbie Raymond, Accounting/Office Assistant
Janet Essig, Accounting/Office Assistant
Michael O’Leary, Accounting/Office Assistant
Michaela Horishige, Accounting/Office Assistant
Matt Hobson, FCF Group Representative
Chase Bozett, FCF Group Representative

The meeting was called to order by Commissioner Lundberg at 1:01 p.m.

A Rate Study presentation was provided by FCS Group for the Water and Sewer Utilities followed by questions and discussion.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 2:15 p.m. The motion was seconded by Commissioner Way; motion approved 3-0.

Jerry Lundberg
Chairperson

Susan Way
Vice-Chairperson

James Jay Hart
Secretary



Western Information Office

Search Western Region

[Western Home](#)

[Western Geography](#)

[Western Subjects](#)

[Western Archives](#)

[Contact Western](#)

Bremerton

Display 50 records

Text search table:

Title	BLS Subject	Product Type	Date Published
Western - Labor Force Statistics	All	All	
Consumer Price Index Overview Table - West	Employment, Unemployment	Table	Jul 2022
Average Energy Prices, Seattle-Tacoma-Bellevue - June 2022	Consumer price indexes	Table	Jul 2022
Consumer Price Index, Seattle area - June 2022	Average energy prices	News Release	Jul 2022
CPI Pacific Cities and U.S. City Average - June 2022 (PDF)	Consumer price indexes	News Release	Jul 2022
Occupational Employment and Wages in Bremerton-Silverdale - May 2021	Consumer price indexes	CPI Summary	Jul 2022
Consumer Price Index Data Tables - Pacific Cities and U.S. City Average	Employment, Pay	News Release	Jul 2022
CPI Historical Table - Seattle-Tacoma-Bellevue, WA (PDF)	Consumer price indexes	Factsheet	Mar 2020
CPI Historical Table - Seattle-Tacoma-Bellevue, WA (old base) (PDF)	Consumer price indexes	Table	Jul 2019
2018 CPI Geographic Revision Fact Sheet	Consumer price indexes	Table	Jul 2019
Unemployment in the Seattle Area by County - June 2016	Consumer price indexes	Factsheet	Mar 2018
Western Consumer Price Index Card	Unemployment	News Release	Aug 2016
	Consumer price indexes	CPI Summary	Sep 2014



Showing 1 to 12 of 12 entries

Bremerton-Silverdale, WA Economy at a Glance:

Data Series	Back Data	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022
Labor Force Data							
Civilian Labor Force ⁽¹⁾		131.1	133.0	133.5	130.7	(P) 129.6	
Employment ⁽¹⁾		124.9	126.7	127.3	125.5	(P) 124.4	
Unemployment ⁽¹⁾		6.2	6.3	6.2	5.2	(P) 5.2	
Unemployment Rate ⁽²⁾		4.7	4.7	4.6	4.0	(P) 4.0	
Nonfarm Wage and Salary Employment							
Total Nonfarm ⁽³⁾		91.6	93.2	93.4	94.3	94.2	(P) 94.3
12-month % change		4.4	5.3	4.2	4.1	3.2	(P) 2.3
Mining, Logging, and Construction ⁽³⁾		5.0	5.2	5.2	5.2	5.2	(P) 5.3
12-month % change		-3.8	2.0	2.0	0.0	0.0	(P) 0.0
Manufacturing ⁽³⁾		2.6	2.7	2.7	2.8	2.8	(P) 2.8
12-month % change		4.0	8.0	3.8	12.0	7.7	(P) 7.7
Trade, Transportation, and Utilities ⁽³⁾		12.6	12.6	12.6	12.3	12.3	(P) 12.4
12-month % change		-4.5	-4.5	-3.8	-6.8	-8.2	(P) -7.5
Professional and Business Services ⁽³⁾		9.0	9.2	9.2	9.2	9.4	(P) 9.4
12-month % change		8.4	8.2	8.2	5.7	6.8	(P) 5.6
Leisure and Hospitality ⁽³⁾		8.9	9.1	9.1	9.2	9.4	(P) 9.6
12-month % change		30.9	28.2	16.7	10.8	8.0	(P) 5.5
Government ⁽³⁾		32.5	33.0	33.2	33.9	33.6	(P) 33.3
12-month % change		1.2	1.9	1.8	4.0	3.1	(P) 1.5
Consumer Price Index: Seattle-Tacoma-Bellevue, WA							

Footnotes

- (1) Number of persons, in thousands, not seasonally adjusted.
- (2) In percent, not seasonally adjusted.
- (3) Number of jobs, in thousands, not seasonally adjusted. See [About the data](#).
- (4) All Urban Consumers, base: 1982-84=100, not seasonally adjusted.
- (5) Urban Wage Earners and Clerical Workers, base: 1982-84=100, not seasonally adjusted.
- (P) Preliminary

Data Series	Back Data	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022
CPI-U, All items ⁽⁴⁾			310.078		316.525		326.656
CPI-U, All items, 12-month % change ⁽⁴⁾			8.1		9.1		10.1
CPI-W, All items ⁽⁵⁾			305.702		310.928		321.626
CPI-W, All items, 12-month % change ⁽⁵⁾			8.1		8.5		9.5

Footnotes

⁽¹⁾ Number of persons, in thousands, not seasonally adjusted.

⁽²⁾ In percent, not seasonally adjusted.

⁽³⁾ Number of jobs, in thousands, not seasonally adjusted. See [About the data](#).

⁽⁴⁾ All Urban Consumers, base: 1982-84=100, not seasonally adjusted.

⁽⁵⁾ Urban Wage Earners and Clerical Workers, base: 1982-84=100, not seasonally adjusted.

^(P) Preliminary

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

Telephone: 1-415-625-2270 www.bls.gov/regions/west [Contact Western Region](#)

**WEST SOUND UTILITY DISTRICT
RESOLUTION 1029-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
AUTHORIZING THE AWARD OF CONTRACT WITH
PAT HALL CONSTRUCTION, INC.
FOR RELOCATION OF WATER SERVICES
ON PAYSENO LANE SE**

WHEREAS, the District's 2022 Water Capital Improvement budget contains funding sufficient to address the relocation of services on Payseno Lane SE; and

WHEREAS, a new water main was installed on Payseno Lane SE and conveyed to the District as part of a Developer's Extension Contract; and

WHEREAS, the District has identified a priority need in relocation of the existing services to properties served on Payseno Lane SE from an end of life water main of insufficient size located on private property; and

WHEREAS, District staff has sought a quote from the Developer's Contractor for the relocation of existing services from the old main to the new main and secured a quote; **NOW, THEREFORE**,

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

Section 1. The Board approves the attached contract (Attachment "A") for the relocation of water services for five (5) water services on Payseno Lane SE in the amount of \$18,500.00, plus applicable state sales tax. The Board further authorizes the General Manager, on behalf of the District, to execute a contract with Pat Hall Construction, Inc.; and to approve amendments to the Contract or change orders in an amount not to exceed 20% of the Contract amount provided the changes are: a) within the scope of the project, b) consistent with the bid process; and c) executed in writing to execute such contract with Pat Hall Construction, Inc.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on August 1, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary

MINOR SERVICES CONTRACT

THIS AGREEMENT is entered into this 22nd day of July, 2022, by and between **WEST SOUND UTILITY DISTRICT**, a Washington State municipal corporation ("District"), and PAT HALL CONSTRUCTION ("Service Provider").

Pursuant to its procedures, District has determined that Service Provider is able to perform the services hereinafter described at a reasonable price. The purpose of this Contract is to set forth the agreement of the parties in writing.

NOW, THEREFORE, in consideration of the terms and conditions contained in this Contract, the parties agree as follows:

1. **Services**. The Service Provider shall perform all services to a completed state, and furnish all reports, permits, tools, materials and equipment for the District regarding the scope of work described on the attached "EXHIBIT A", which by this reference is incorporated herein and made a part hereof.

2. **Service Provider Compensation**. The Service Provider shall be compensated in the total sum of \$ 18,500.00 for its services, plus Washington State sales tax, if applicable, in the sum of \$ 1,702.00. Unless otherwise stated in EXHIBIT A, compensation shall be paid within thirty (30) days completion of the services in a good and satisfactory manner.

3. **Service Provider Work Standards**. The Service Provider shall perform its services in a good, safe, professional and timely fashion. All materials that may be used in its services shall be new and of a good or superior quality. The Service Provider shall be personally responsible for performance of all services and obligations placed upon it hereunder and shall not assign any of its obligations hereunder to any third party or entity.

4. **Service Provider Representative**. The person in charge of Service Provider's services hereunder shall be PAT HALL. He/she shall make himself/herself available to the District's General Manager or other designated District representative(s) at all reasonable times for consultation. The Service Provider's representative shall provide his/her work and cell phone numbers to the District's designated representative.

5. **Inspections**. Prior to commencing its services, the Service Provider shall meet with the District's General Manager and/or any other District representatives assigned to this project as determined by the District's General Manager, and these parties shall set forth an inspection or review schedule to be followed by the District in inspecting or reviewing the Service Provider's services while it progresses or after its completion.

6. **Completion Deadline**. Service Provider's services hereunder shall commence on or about the 1st of August, 2022, and shall be completed by no later than the 31st day of August, 2022.

7. **Service Provider Status as Independent Contractor**. During the term of this Contract, the Service Provider is and shall be at all times an independent contractor.

8. **Termination**. The District shall have the right to immediately terminate this Contract for public convenience or if the Service Provider violates any of the substantive terms of this Contract.

9. **Legal Action**. Should either the District or Service Provider commence legal action relating to the provisions of this Contract against the other, the party who substantially prevails shall be awarded judgment for all costs and legal fees incurred in the legal action from the party who substantially loses. Venue for any such action shall be in Kitsap County, Washington.

10. Indemnification. The Service Provider shall defend, indemnify and save the District and its officers, employees and representatives harmless from any and all claims, risks, losses, damages, demands, suits, judgments and attorneys' fees, or other expenses of every kind, on account of injury to or the death of any person(s), or on account of all property damage of every kind, or loss of use resulting therefrom, to any person or entity arising out of or in any manner connected with the services performed under this Contract by the Service Provider.

11. Insurance. The Service Provider shall obtain and keep in force during the term of this Contract, bodily injury, property damage, and vehicle insurance, all as approved by the District, which insurance shall provide coverage to the Service Provider and District for any harm caused by the Service Provider while performing its services hereunder.

12. Prevailing Wages / Non-Discrimination. The Service Provider shall pay all applicable prevailing wages and post all required notices regarding the same as required by Washington law. The Service Provider shall comply with Washington's non-discrimination laws in its hiring practices.

13. Cooperation of Parties. The parties shall strive at all times to cooperate with one another in good faith so the terms and intent of this Contract may be carried out in a good and timely manner.

14. Complete Agreement. This Agreement constitutes the full and complete agreement of the parties concerning the matters set forth herein. There are no other agreements, either in written or verbal form concerning the matters covered herein, that shall be provided with any legal effect. Any changes or amendments hereto shall be set forth in writing and signed by each party.

IN WITNESS WHEREOF, we have each set our hands hereto to evidence our respective consents hereto as of the date appearing by our signatures.

WEST SOUND UTILITY DISTRICT

SERVICE PROVIDER

by: _____
General Manager

by: _____
Print Name: _____
Its duly authorized representative for entry
into this Contract.

Date: _____

Date: _____

Address: _____

E-mail: _____

Phone: _____



To: West Sound Utilities

July 21 , 2022

Project: 5 -3/4" single water services with connection on back side of meters on Payseno Lane.

The following is a proposal for constructiong the sitework elements identified below. Thank you for considering Pat Hall Construction, Inc. as your civil contractor. Please don't hesitate to contact us should you need clarification on anything within this proposal.

Item#	Description	Qty.	Unit Price	Scheduled Value
1	Tap existing ductile main, set meter box with setter and connect to back side of meter hundreds of feet away, remove existing meter setter and splice line together.	5.00	\$ 3,700.00	\$ 18,500.00
2				\$ -
3				\$ -
4			\$ -	\$ -
			Totals:	\$ 18,500.00

Payseno Properties

Water Main

- Abandon
- Existing

Service Lines

- Abandon
- Existing
- New Location

Service Line locations shown are approximate. Their true location may differ significantly

Data Sources;
West Sound Utility District GIS Department
Kitsap County GIS Department



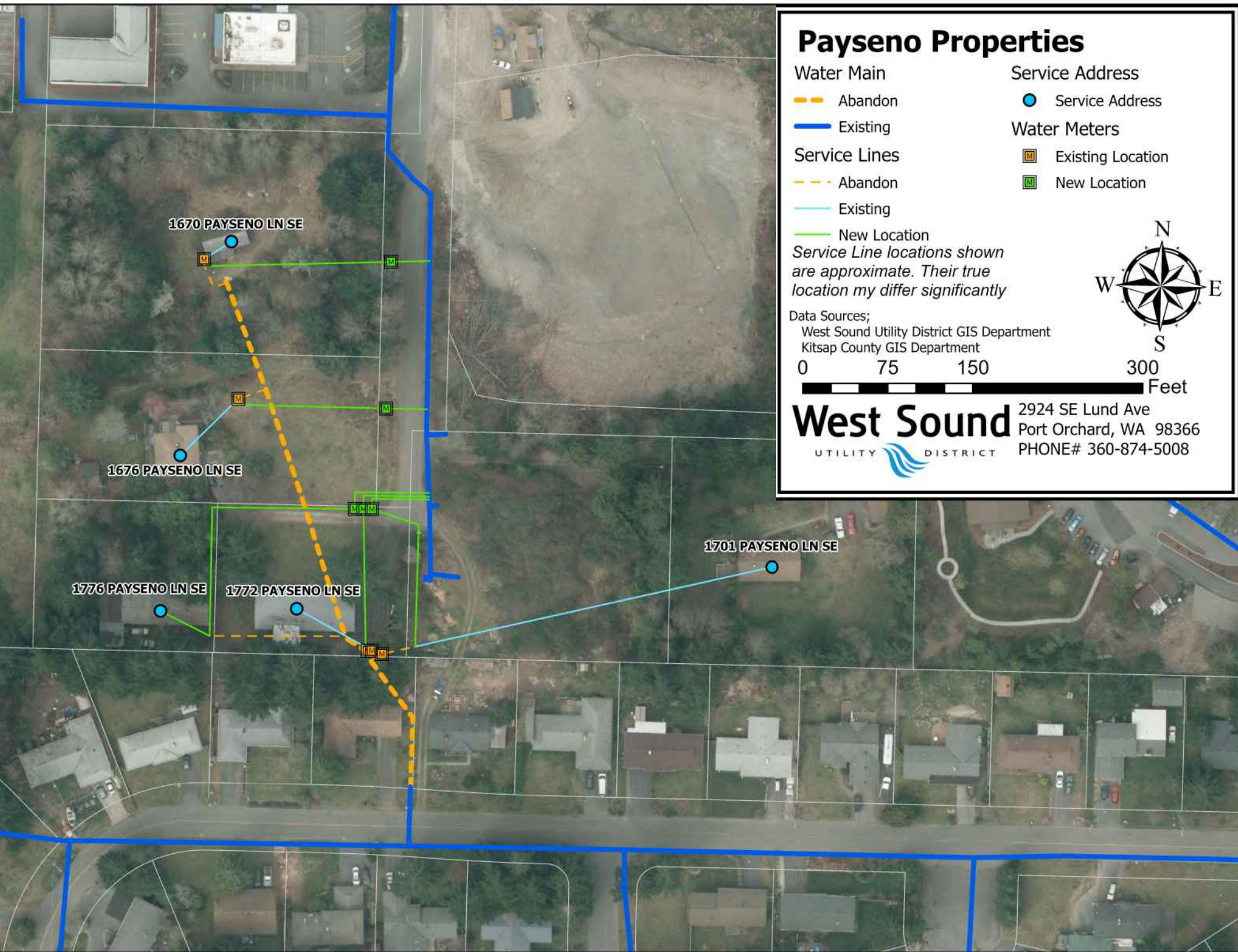
West Sound 2924 SE Lund Ave
UTILITY DISTRICT Port Orchard, WA 98366
PHONE# 360-874-5008

Service Address

- Service Address

Water Meters

- Existing Location
- New Location



**WEST SOUND UTILITY DISTRICT
RESOLUTION 1030-22**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
CONFIRMING A WAGE STEP INCREASE
FOR MICHAEL O'LEARY**

WHEREAS, Mr. Michael O'Leary was hired by West Sound Utility District on July 10, 2017 and currently serves as Accounting/Office Assistant; and

WHEREAS, a positive performance evaluation of Mr. O'Leary was recently conducted by the Finance Manager and reviewed by the General Manager; and

WHEREAS, Mr. O'Leary is currently eligible to receive a wage step increase and the General Manager recommends such salary increase be confirmed by the Board of Commissioners; **NOW, THEREFORE**,

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

Section 1. Effective August 1, 2022, Mr. Michael O'Leary's salary shall be increased from Pay Grade 7, Step 1 (\$3,696.44) per month to Pay Grade 7, Step 2 (\$3,881.26) per month.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on August 1, 2022.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

Jerry Lundberg
Chairperson

Susan Way
Vice Chairperson

James J. Hart
Secretary