

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, July 23, 2018 at 3:00 p.m.

Chairperson: Susan Way
Vice Chairperson: Jim Hart
Commissioner: Jerry Lundberg

Attending: Michael Wilson, General Manager
Brent Winters, Operations Manager
Randy Screws, Assistant General Manager
Michael Whitehead, IT Manager
Tracy Fantz, HR/Payroll Manager
Joy Ramsdell, Finance Manager
Debbie Raymond, Senior Customer Service Representative

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No members of the public were in attendance

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of July 9, 2018
2. Approval of Vouchers WSUD #27278 through #27321 in the amount of \$83,893.84
3. Approval of Vouchers SKWRF #14293 through #14955 in the amount of \$51,960.23
4. Approval of July 2018 Payroll in the amount of \$179,994.11

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 754-18, Repeal Budget Billing Program

Commissioner Hart moved to approve Resolution 754-18 and the motion was seconded by Commissioner Lundberg. After discussion; it was decided that all customers currently on the budget billing program will be allowed to continue, however no new customers will be added to the existing program. The modified Resolution was approved 3-0.

Resolution 755-18, Willey Estates Developer Extension Agreement

Commissioner Hart moved to approve Resolution 755-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: WSUD Utility Billing/Payment System

The Board was given an overview and demonstration of the Accela Civic Pay Online Payment Processing system. This system allows customers to manage their accounts and is a central location for online payments.

Discussion: 2019-2038 Capital Improvement Plans

Assistant General Manager Screws and Operations Manager Winters gave the Board an overview of the 20 year Capital Improvement Plans for SKWRF, Sewer and Water Operations. General Manager Wilson reviewed the revenue projections for each department.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Assistant General Manager Screws reported:

- CIP Centrifuge Replacement: Load scale work scheduled for September and Mead & Hunt Engineering is finalizing as-built drawings for the project
- The fire claim is being closed out – we are awaiting the final payment
- CIP Membrane Replacement: The schedule for delivery and installation has been confirmed; - the project is anticipated to be completed in November
- Department of Ecology will be performing a Class I inspection August 1st

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- West Sound Engineering is preparing bid documents for the Lidstrom Water Main Replacement Project
- BHC Engineering is preparing the draft report and obtaining cost estimates for the Well 16/17 Booster Pump Replacement Project
- Romtec Engineering is obtaining quotes to complete the Madrona Lift Station Rehabilitation Project
- Watauga Pressure Reducing Station Project: Our crew installed the vault and interior plumbing and the station will be connected to the system on August 15th
- AM/PM construction plans have been reviewed and returned to the Engineer
- We are waiting for final plans for Ridgeline
- Bethel Heated Storage and Reinke Water Main Extensions have plan approval and are waiting for DEC's
- The contractors for Overlook Apartments and B&B Carwash are working on punch list items
- Sedgwick Multifamily & Commercial: This is a new project that will provide 94 living units and a small commercial strip mall, the pre-application has been submitted to the City of Port Orchard

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- VueWorks: Expanding the mobile application for field use and upgraded to the latest version of the software
- Mapping: Jacob attended the ESRI User Conference and we are adding new points and ties from the field
- Phone System Upgrade: Software upgrade from Shoretel to Mitel
- Security Systems: Added a station in the Customer Service work area to view the new foyer camera and back lot access gate and replaced two Admin cameras
- Network Support: Continued the SKWRF Wi-Fi Expansion and modified the network configuration for Well 1 and 5
- Springbrook: We have gone live with the new Accela Civic Pay program
- Mass Communication for Customers: We are still researching options

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- Worked with BOA to update our settlement account filters to allow debit ACH transactions for the new Civic Pay program
- Working with BOA updating banking resolutions and signature cards for our ACH Settlement Account, Revolving Fund, Advance Travel and Customer Refund accounts
- Have received 'phishing' e-mails seeking to re-direct employee direct deposits

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

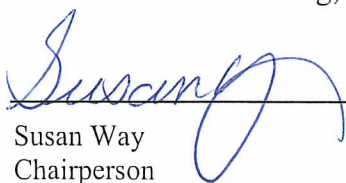
- Working on 2019-2020 Budget
- Working on finalizing six legal description corrections for our pending annexations
- Working with legal attempting to finalize the settlement with Kitsap County

COMMISSIONER REPORTS

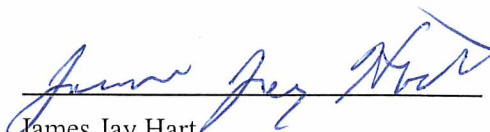
None

ADJOURN

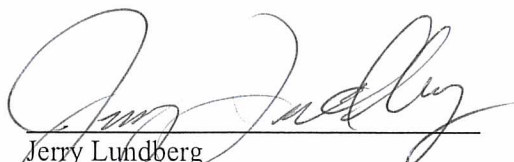
Commissioner Hart moved to adjourn the meeting at 5:07 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JULY 23, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

JULY 2018	91925	SEWER OPERATIONS	63,921.79
	91926	WATER OPERATIONS	56,192.06
	91927	INFORMATION TECHNOLOGY	12,435.40
	91928	SKWRF	<u>47,444.86</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27278 through #27321 issued 07/24/18 in the amount of \$83,893.84:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	23,400.02
Fund 91926 - Water Operating Fund	42,483.16
Fund 91927 - Information Technology Fund	6,118.89
Fund 91930 - Water Capital Improvement fund	11,822.38
Fund 91933 - Sewer Capital Improvement Fund	<u>69.39</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	83,893.84

SKWRF

SKWRF vouchers #14923 through #14955 issued 07/24/18 in the amount of \$51,960.23:

Fund 91928 - SKWRF Operating Fund	49,956.26
Fund 91931 - SKWRF Capital Improvement Fund	2,003.97
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	51,960.23

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>135,854.07</u></u>
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