

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, August 3, 2015 3:00 p.m.

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

Attending: Michael Wilson, General Manager
Brent Winters, Operations Manager
Michael Whitehead, IT Manager
Randy Screws, SKWRF Plant Manager
Tracy Fantz, Asst. Finance Manager
Ken Bagwell, District Attorney

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Members of the community were in attendance. Questions regarding the District's water supply/water sources and the upcoming election for Commissioner Position 3 were discussed.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of July 20, 2015
2. Approval of Vouchers WSUD #24150 through #24188 in the amount of \$70,716.03
3. Approval of Vouchers SKWRF #13189 through #13216 in the amount of \$59,115.23

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 558-15, District Website Policies

Commissioner Hart moved to approve Resolution 558-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Second Reading: Resolution 559-15, Risk Management Policies

Commissioner Hart moved to approve Resolution 559-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Second Reading: Resolution 560-15, Developer's Extension Manual

Commissioner Hart moved to approve Resolution 560-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 563-15, Silverview Estates Lift Station – Boundary Line Adjustment

Commissioner Hart moved to approve Resolution 563-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: Sewer Service Area – Growth Management Area

General Manager Wilson updated the Board on the planning efforts the District has undertaken to update our Sewer Comp Plan. Six areas have been identified that we could logically serve if the Urban Growth Boundaries were adjusted. The General Manager and staff will be putting together a Resolution for the Board's approval that will set forth these recommendations and will give the General Manager authority to work with Kitsap County and the City of Port Orchard to have these boundary adjustments incorporated.

ATTORNEY'S REPORT

Attorney Bagwell will be meeting with the General Manager and Kitsap County Commissioner Wolfe to continue discussions regarding the District's sewer service for Beach Drive.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The North Digester Lid Replacement Project is on schedule with demolition of the old cover and the installation of the new dome anticipated to be finished and the dome operational by mid-September
- The draft report for Clarifier Hydraulic Modeling is expected by the third week in August
- Design work for the Storage Building should be completed in the next few weeks and a draft is currently being reviewed
- SKWRF received the 2014 Wastewater Treatment Plant Outstanding Performance Award from the Department of Ecology; only 127 treatment plants statewide received this award for full compliance with the NPDES permit

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- A pre-construction meeting for the Villa Carmel Lift Station Rehabilitation is scheduled for August 11th
- Bid documents are being prepared for the structural repair and coating of Fircrest and Powell Reservoirs
- Pumps and control panels have been ordered for the five 2015 Lift Station Improvement Projects
- Engineer qualifications for the Well #1 Reservoir Replacement Project are being reviewed
- Manhole grouting is the only remaining task for completion of the Nathan's Glen Project
- Ahlstrom sewer main installation has been completed
- The contractor for Horstman Heights Phase 2 is making adjustments to services to match the new plat

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Website development continues – the Navigation Bar has been redesigned and we are adding additional content including water and sewer maps
- We will begin integrating VueWorks with Customer Service
- Administration has received a new copier/printer; the unit is smaller but will serve our needs more efficiently
- New servers are being ordered the both the District and SKWRF
- IT will be working with MRSC for guidance regarding new technologies and Public Records

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The majority of staff have vacation time scheduled for the summer months; - we coordinate these absences to minimize impact on the office
- This is a busy period and everything is running well

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

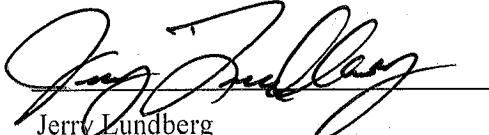
- Recently attended a retirement function for Pat Mason, the Senior Legal consultant for MRSC
- The GM, staff and surveyor are working to get a Quit Claim Deed prepared recognizing the joint ownership of SKWRF by the City of Port Orchard and the District; we are also working to have the PWTF loan documents amended to recognize joint ownership
- Customer Service will be integrating VueWorks – particularly in the area of service orders and electronic communication/responses to our customer inquiries
- The General Manager and Attorney Bagwell will be meeting with Kitsap County Commissioner Ed Wolfe this week to discuss sewer service on Beach Drive
- The District recognizes the need to address a fair and adequate GFC Fee for residential homes being built with fire suppression (sprinkler) systems. A recommendation will be brought to the Board at a future date

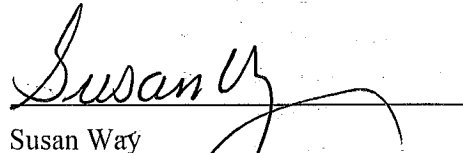
COMMISSIONER REPORTS

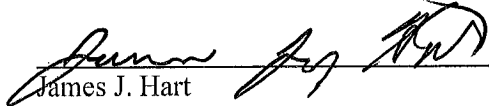
Commissioners Way and Hart attended Section II and Association meetings.

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:35 p.m., motion approved 3-0.


Jerry Lundberg
Chairperson


Susan Way
Vice-Chairperson


James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
AUGUST 03, 2015 WSUD BOARD MEETING**

AUGUST PAYROLL:	91925 91926 91927	SEWER OPERATIONS WATER OPERATIONS INFORMATION TECHNOLOGY	N/A N/A N/A
	91928	SKWRF	<u>N/A</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>0.00</u></u>

ACCOUNTS PAYABLE: DISTRICT

District voucher #24150 through #24188 issued 8/10/15 in the amount of \$ 70,716.03:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	7,099.75
Fund 91926 - Water Operating Fund	20,773.16
Fund 91927 - Information Technology Fund	4,506.68
Fund 91930 - Water Capital Improvement fund	38,336.44
Fund 91933 - Sewer Capital Improvement Fund	0.00
TOTAL DISTRICT ACCOUNTS PAYABLE	70,716.03

SKWRF

SKWRF vouchers #13189 through #13216 issued 08/10/15 in the amount of \$59,115.23:

Fund 91928 - SKWRF Operating Fund	59,115.23
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	59,115.23

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>129,831.26</u></u>
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