

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 21st, 2017 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, SKWRF Plant Manager
Michael Whitehead, IT Manager
Deena Carpenter, Customer Service

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

One member of the community was in attendance. There were no comments.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of July 31, 2017
2. Approval of Vouchers WSUD #26504 through #26550 in the amount of \$400,050.50
3. Approval of Vouchers SKWRF #14353 through #14380 in the amount of \$51,297.06
4. Approval of August 2017 payroll in the amount of \$170,247.50

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

BOARD DISCUSSION/ACTION

Public Hearing and Resolution 675-17 Creek View Property Annexation

There were no Public comments or discussion on the Creek View Property Annexation. Hearing was closed. Commissioner Hart moved to approve Resolution 675-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing and Resolution 676-17 Peru Avenue Property Annexation

There were no Public comments or discussion on the Peru Avenue Property Annexation. Hearing was closed. Commissioner Hart moved to approve Resolution 676-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 677-17, Employee Sick Leave Policy

This was the first reading of Resolution 677-17 Employee Sick Leave Policy. No motion was made.

2017 Mid-year Budget Status Report

General Manager Wilson provided the Board with a wide overview of all the financial activities of West Sound Utility District Operations and the Joint Wastewater Treatment Plant (SKWRF) through June 30th 2017. In evaluating the financial health of the District, with the exception of the wastewater utility, overall the District ended the second quarter in relatively strong fiscal condition with more than sufficient cash flow to meet the expenditure requirements of all of the funds. The wastewater utility's capital fund is continuing to struggle to generate enough revenue from new sewer connections and sufficient transfers of wastewater operating revenues to fund capital projects.

ATTORNEY'S REPORT

Attorney Bagwell was not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Storage Building Project - SKWRF has completed the installation of the steel and prepared the building for the pour slab. Inspection has been completed to proceed with the pour and SKWRF has received an acceptable bid for the concrete slab pour.
- The Karcher Creek Project – Cutting out an additional opening of the barricade wall and installation of the fish screen has been completed.
- Centrifuge Replacement – Awaiting stamped drawings for the scale system. Anticipate permit application by next week. Staff is reviewing proposed changes and developing a plan for the removal of existing centrifuge which should occur in the next couple of weeks. Overhaul of the Sharples centrifuge completed. Anticipated Screw Press delivery in the middle of September.
- Staff continue working on tankage inspections and repairs; Staff have completed the Capital outlay project of replacing the Dissolved Oxygen Probes. Budgeted \$22,000.

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1/5 Reservoir Project – the facility has been in operation for a month and is running well. We are wait for UL listing on the building so we can close out the contract and begin the warranty period.
- Well 22 – PSE installed the upsize transformer last Wednesday. The stepdown transformer for 120volt inside the building should be here this week. We anticipate startup at the end of next week.
- Sewer main relining project – Insta-Pipe of Tumwater is relining 122' of 8" clay pipe on Madrona at Lodgepole in Parkwood.
- Prosperity Plat – Our inspector has a few punch-list items to be address then we can accept the project.
- ProsPine Plat- Our Inspector reviewed the plans and provided comments.

- Andasio Village – Sewer and water inside the plat have been installed and ready for pressure testing. Installation of utilities on Blueberry Rd. should begin this week.
- Blueberry Ridge Project – Plans reviewed and comments provided. Construction will probably follow the completion of the improvements on Blueberry Rd.

IT MANAGER’S REPORT

IT Manager Whitehead reported:

- HMI Software and Hardware Update: Updated the server hardware and OS software, updated the HMI software to the latest Wonderware software is running in parallel intel and New Alert software will be the last item to complete
- The Wireless Broadband Network build continues
- The Vieworks Summit will be held here at the District August 28 and 29th.
- Shortel telephone system upgrade and training September 18-20th.

ASSISTANT FINANCE MANAGER’S REPORT

Assistant Finance Manager Fantz was not in attendance

COMMISSIONER REPORTS

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

GENERAL MANAGER REPORT:

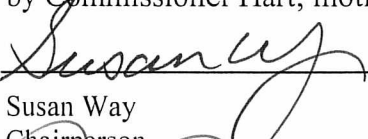
- General Manager met the new City of Port Orchard Treasure/Finance manager Noah Crocker.
- General Manager Wilson is meeting tomorrow at the City of Port Orchard regarding reallocation of population projection for the UGA appeal.
- There is an end of the summer pot luck September 29th for all District staff.

EXECUTIVE SESSION


The Board of Commissioners went into Executive Session for twenty four minutes at 4:18 p.m. with General Manager Wilson pursuant to RCW 42.30.110 to discuss District personnel performance with no action being taken. The Commissioners and General manager returned to general session at 4:42 p.m.

ADJOURN

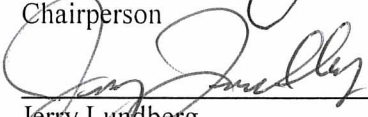
Commissioner Lundberg moved to adjourn the meeting at 4:43 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



 Susan Way
 Chairperson



 James Jay Hart
 Vice-Chairperson



 Jerry Lundberg
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
AUGUST 21, 2017 WSUD BOARD MEETING**

AUGUST PAYROLL	91925	SEWER OPERATIONS	53,202.30
	91926	WATER OPERATIONS	49,335.16
	91927	INFORMATION TECHNOLOGY	11,750.77
	91928	SKWRF	<u>55,959.27</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>170,247.50</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26504 through #26550 issued 8/21/17 in the amount of \$400,050.50:

Fund 91929 - Facility Construction Fund	0.00
Fund 91925 - Wastewater Operating Fund	9,258.87
Fund 91926 - Water Operating Fund	52,642.67
Fund 91927 - Information Technology Fund	3,024.85
Fund 91930 - Water Capital Improvement fund	335,071.67
Fund 91933 - Sewer Capital Improvement Fund	<u>52.44</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	400,050.50

SKWRF

SKWRF vouchers #14353 through #14380 issued 8/21/17 in the amount of \$51,297.06:

Fund 91928 - SKWRF Operating Fund	48,352.63
Fund 91931 - SKWRF Capital Improvement Fund	2,944.43
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	51,297.06

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 451,347.56