

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held in Office Building  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday, September 8, 2015 3:00 p.m.

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

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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

A member of the community was in attendance.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of August 17, 2015
2. Approval of Vouchers WSUD #24236 through #24270 in the amount of \$47,520.95
3. Approval of Vouchers SKWRF #13244 through #13266 in the amount of \$29,867.08

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

BOARD DISCUSSION/ACTION

First Reading: Resolution 568-15, Residential Fire Sprinkler Systems

General Manager Wilson explained the need for establishing an appropriate GFC fee for residential fire sprinkler systems.

Resolution 569-15, Les Schwab Tire Stores Developer's Extension Contract

Commissioner Hart moved to approve Resolution 569-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 570-15, Quit Claim Deed – SKWRF Property

Tabled until the September 21<sup>st</sup> Board Meeting. There are discrepancies in the legal description of the property to be conveyed.

## ATTORNEY'S REPORT

Not present

## PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Work continues on the Digester Lid Replacement Project; SKWRF anticipates having two fully functional digesters in operation by the end of September
- The scheduled date for the draft Clarifier Hydraulic Modeling report is late September
- West Sound Engineering should complete preliminary design work for the Storage Building by the end of the year
- SKWRF requested an L&I Industrial Hygienist evaluate the function of the laboratory HVAC and exhaust system; it was recommended that air flow in the lab be reduced

## OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- There was a water main break September 5<sup>th</sup> on Woods Road
- We are receiving submittals from the contractor for the Villa Carmel Lift Station Rehabilitation
- Fircrest and Powell Reservoirs will be painted next year; the project will be put out to bid in January 2016
- The 2015 Lift Station Improvement Projects continue – pumps and parts have been ordered and pump controllers have been installed at Brada and Crownwood
- A professional services agreement with BHC Consultants is being negotiated for Well #1 Reservoir and Well #22 construction
- The contractor for Horstman Heights Phase 2 is testing sewer mains and making repairs and some water service installations remain to be done
- The water main tie-in at Sedgwick & Phillips for Silverview Phase 2 is complete and in service, sewer manhole testing and channeling remain to be done

## IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The ShoreTel Phone System hardware has arrived and is being inventoried
- Working to get a licensed frequency for the new meters
- CH2M Hill is going to be scheduled for maintenance on the water SCADA server
- SKWRF: new switches were installed and the new server will be configured next week
- Training: Accela/Springbrook users group meeting on September 15<sup>th</sup> and will be attending an MRSC workshop for Utility Managers

## ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Updated Commissioners on medical insurance rate changes effective January 2016
- Joy Ramsdell and Rassy Elliott will be attending the WFOA conference mid-September

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

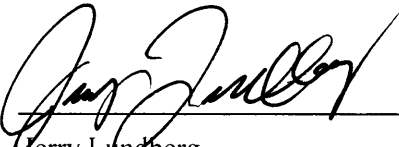
- Will be setting up a meeting with Kitsap County and the City of Port Orchard to discuss modifying the UGB
- Karcher Tracts A & B have been conveyed to the District; we need to discuss the reservoir removal
- Will be re-scheduling a meeting with residents near the Villa Carmel Lift Station to get their feedback on the new structure; we hope to have this completed by year end
- In October we will be making some budget adjustments
- Met with Mayor Matthes and Mark Dorsey to discuss the street light conversion program
- Future meetings: Regular meeting September 21<sup>st</sup>, no meeting October 5<sup>th</sup>, regular meeting October 19<sup>th</sup> and a SAC meeting October 21<sup>st</sup>

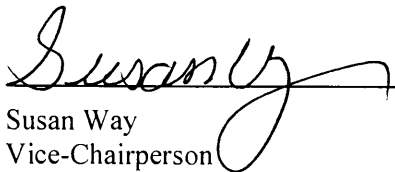
COMMISSIONER REPORTS

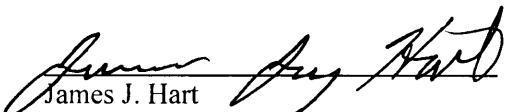
- Commissioners Way and Hart attended a Section II meeting and Commissioner Hart attended a WASWD meeting
- Commissioner Lundberg questioned the possibilities for a calling system to notify customers of emergency situations

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:15 p.m., motion approved 3-0.

  
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Jerry Lundberg  
Chairperson

  
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Susan Way  
Vice-Chairperson

  
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James J. Hart  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
SEPTEMBER 8, 2015 WSUD BOARD MEETING**

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

<b>ACCOUNTS PAYABLE:</b>	<b><u>DISTRICT</u></b>	
	District voucher #24236 through #24270 issued 9/8/15 in the amount of \$ 47,520.95:	
	Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
	Fund 91925 - Wastewater Operating Fund	6,989.54
	Fund 91926 - Water Operating Fund	20,538.64
	Fund 91927 - Information Technology Fund	2,650.77
	Fund 91930 - Water Capital Improvement fund	17,342.00
	Fund 91933 - Sewer Capital Improvement Fund	0.00
	<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>47,520.95</b>
	<b><u>SKWRF</u></b>	
	SKWRF vouchers #13244 through #13266 issued 9/08/15 in the amount of \$29,867.08:	
	Fund 91928 - SKWRF Operating Fund	29,867.08
	Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
	<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>29,867.08</b>
	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b><u><u>77,388.03</u></u></b>