

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, September 12, 2016 3:00 p.m.

Chairperson: Jerry Lundberg (joined meeting at 3:45 p.m.)
Vice Chairperson: Susan Way
Commissioner: Jim Hart

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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

A member of the community was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of August 15, 2016
2. Approval of Vouchers WSUD #25571 through #25630 in the amount of \$138,059.29
3. Approval of Vouchers SKWRF #13820 through #13852 in the amount of \$52,610.83
4. Approval of September 2016 Payroll in the amount of \$164,394.30

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 2-0.

BOARD DISCUSSION/ACTION

Resolution 620-16, Bid Rejection SKWRF Storage Building Foundation

Commissioner Hart moved to approve Resolution 620-16. The motion was seconded by Commissioner Way; motion approved 2-0.

Resolution #621-16, Approval of Tuition/Supplies Reimbursement

Commissioner Hart moved to approve Resolution 621-16. The motion was seconded by Commissioner Way; motion approved 2-0.

Resolution #622-16, Approval of Developer Extension Agreement

Commissioner Hart moved to approve Resolution 622-16. The motion was seconded by Commissioner Way; motion approved 2-0.

Discussion: Bethel Corridor Water and Sewer Utility Extension Planning

General Manager Wilson presented the Board with a composite map, detailed maps and a budget outlining the Bethel Corridor Water and Sewer Extension Planning. He expects the next step the District will take is initiating conversations with property owners and working on coordination to bring people together to discuss possible options.

Discussion: 2016 Water and Sewer Revenue Bonds Refunding

The General Manager updated the Board on the status of our water and sewer revenue bond refunding. Our goal was to receive a net savings of at least \$100,000. In fact, due to exceedingly low interest rates, our net present value savings was \$183,715. The District is pleased that local Kitsap Bank was the most competitive bidder.

Discussion: SKWRF Biosolids Management Plan, 2017-18 SKWRF Capital Improvement Projects

The Commissioners were given a copy of HDR's Final Biosolids Management Plan. Plant Manager Screws discussed the ramifications of the study and is recommending the Plant should produce Class B Biosolids. He is also recommending that the most fiscally responsible plan is to purchase a screw process system. This system will be built to our specifications and the payment can be spread over a three year period. These decisions will impact the 2017-2037 SKWRF Capital Improvement Program budget.

ATTORNEY'S REPORT

Not present

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- HDR continues to refine the Clarifier Hydraulic Modeling executive summary
- Site preparation and the helical pile installation for the Storage Building are complete
- Currently working on a modified RFP for HVAC work
- Continuing work on Karcher Creek Hydraulic Permit Application
- Motor is being replaced on one of the polymer batching machines
- A chlorine seismic flex line ruptured and approximately 300 gallons of NaOCL was lost
- Working on 2017-2018 budget

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Bid opening is scheduled for September 28th for the Well #1 and Well #22 project
- Fircrest Standpipe painting should be completed with the good weather we are experiencing
- REALM LLC should be returning to complete the manhole relining project
- We are obtaining bids for repairs to sewer mains on Lincoln and Jackson
- Prosperity Plat – the sewer main is being tested and the water main is being installed
- The water main has been installed for Rhomjack short plat
- Petco plans have been approved and construction should begin soon
- Kegel Engineering is working on lift station plans for Riverstone

- The LED lighting project is nearly complete
- The Jackson valve replacement has been completed; it went well with very little disruption to customers

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Started new security program with weekly updates
- Evaluating new training program for IT programs
- Changed out wireless access points
- Working closely the Port's new Deputy CFO with IT costs and programs

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We received 21 completed application packets for the GIS Specialist Position
- Rassy and Joy will be attending the WFOA conference in Spokane September 20-23
- Initial salary and benefit projections for the 2017-2018 budget have been completed

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- We are working hard to ensure we get at least 3 or 4 competitive bids for the Well 1 & Well 22 project
- Departments are scheduled to have their budget work papers in by Thursday
- Will be attending the ICMA conference in Missouri on September 24th, returning the following Tuesday
- PSE has completed the LED street lighting conversion
- October we will return to our regular first and third Monday board meeting schedule
- Updated the Board on WSUD's appeal of Kitsap County's recently adopted 2016 Comp Plan

COMMISSIONER REPORTS

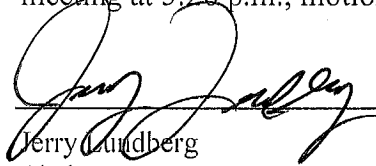
- Commissioner Hart attended both Section 2 and WASWD meetings

EXECUTIVE SESSION

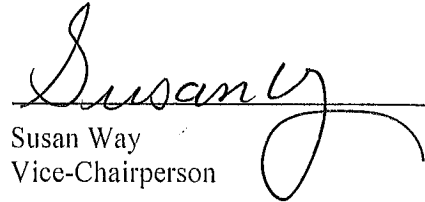
The Board of Commissioners went into Executive Session at 5:10 p.m. with General Manager Wilson and SKWRF Manager Screws to discuss employee performance. The Board returned to regular session at 5:20 p.m.

ADJOURN

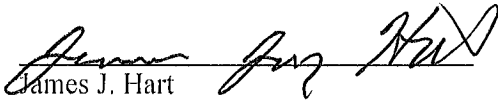
Commissioner Way moved and Commissioner Lundberg seconded the motion to adjourn the meeting at 5:20 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
SEPTEMBER 12, 2016 WSUD BOARD MEETING**

SEPTEMBER PAYROLL	91925	SEWER OPERATIONS	54,003.86
	91926	WATER OPERATIONS	52,889.20
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	<u>50,394.59</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>164,394.30</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25571 through #25610 issued 9/06/16 in the amount of \$127,096.42; and vouchers #25611 through #25630 issued 9/12/16 in the amount of \$ 10,962.87:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	19,928.05
Fund 91926 - Water Operating Fund	66,473.72
Fund 91927 - Information Technology Fund	14,451.53
Fund 91930 - Water Capital Improvement fund	37,205.99
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	138,059.29

SKWRF

SKWRF vouchers #13820 through #13852 issued 09/12/16 in the amount of \$52,610.83:

Fund 91928 - SKWRF Operating Fund	52,610.83
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	52,610.83

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>190,670.12</u></u>
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