

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 21, 2015 3:00 p.m.

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

Attending: Michael Wilson, General Manager
John Tapia, Operations Foreman
Michael Whitehead, IT Manager
Randy Screws, SKWRF Plant Manager
Deena Carpenter, Customer Service Representative
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.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of September 8, 2015
2. Approval of Vouchers WSUD #24671 through #24713 in the amount of \$81,296.93
3. Approval of Vouchers SKWRF #13267 through #13289 in the amount of \$77,009.55
4. Approval of September Payroll in the amount of \$178,549.63

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

BOARD DISCUSSION/ACTION

Discussion: Craig Russell, Status of USGS Report

Craig reported the data is in, the model is now complete and scenarios are being run. A finalized report should be available in the first part of 2016.

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

Commissioner Hart moved to approve Resolution 568-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 571-15, Engineering Services Contract – Well 22, Well 1 Reservoir

Commissioner Hart moved to approve Resolution 571-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: Kitsap County – WSUD Annexation/Service Area:

There is no change to the status.

ATTORNEY’S REPORT

Attorney Bagwell stated he would reserve his report for the Executive session.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

Digester Lid Replacement

- North dome lid installation completed.
- Minor pickup work by SKWRF staff is being addressed this week.
- SKWRF anticipates having two fully functional digesters in operation by late September.

Clarifier Hydraulic Modeling

- Schedule date for the draft report for the later part of September. No status change.

Storage Building

- Anticipate preliminary design work by West Sound Engineering to be completed by the end of year. No status change

Labor and Industries

- An Industrial Hygienist was on site September 3rd to evaluate the proper function of the laboratory HVAC and exhaust system.
- It was recommended that the HVAC air flow be reduced into the room to potentially lessen cross draft impacts on the operation of the fume hood.
- A larger pulley has been ordered and installed to reduce the air flow. Initially it appears that this has helped with identified issues. However, more time will be needed to fully assess.
- SKWRF has yet to receive the site visit report.

OPERATION MANAGER’S REPORT

Operations Foreman John Tapia reported:

- Villa Carmel Lift Station Rehabilitation: Received and approved submittals; contractor intends to beginning Oct. 1st
- Lift Stations Improvements: Equipment for Grandridge, Orchard Bluff, and Conifer Park will arrive in 3-5 weeks.
- Nathans Glen: Manhole grouting will be completed in to 2 weeks then project can close.
- Silverview Phase 2: Sewer Manhole testing and channeling need to be completed.
- Petco: Permitting with the City of Port Orchard and built within our District on Vallair Ct.

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Vueworks : Darren will be taking over development for the SKWRF, so now all support and dev work will be Darren responsibility for the SKWRF.
- Springbrook: Attended the Users Group at the PUD and Springbrook is now officially called Accela F&A. New users portal for help and community page and old Springbrook sites and address will be shut down but no date given. What this means to West Sound is still unclear.
- Shoretel : Hardware was received and inventoried, need to complete the server build, provide remote access to NCA, work with Jeff Hussey and Wave Broadband with porting phone numbers and services over.

Dates: Sept 23 meeting for Shoretel for call flow

Sept 25 NCA will be onsite for hardware and switch configuration

Remote work throughout the month

Oct 15th and 16th for call cut over

- Server : SKWRF Server has arrived and has the Server software installed – Installed server software a little different that make the system a little more difficult to manage but is more secure. District Server has arrived but drives are on back order.
- Making changes to the .vhdx files to increase performance; this requires configuration time and server down time so it has to be done office hours.
- SCADA : All is well, accept for a small issue that will be taken care in October.
- Website: We are hoping to have the new website online for review the first of October
- Training: MRSC workshop this Thursday with John Tapia in Vancouver.
- Port of Bremerton : Still requires a full 2 days a week for support.

ASSISTANT FINANCE MANAGER'S REPORT

Tracy Fantz is on vacation.

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Rassy Elliott and Joy Ramsdell attended the WFOA Conference in Tacoma. There are important reporting changes and challenges for 2015.
- GM Wilson and Brent Winters will be meeting with the property owners on Villa Carmel to go over the landscaping and paint colors for the new lift station.

- Quit Claim Deed from the VA for the Karcher property has been approved but not in hand.
- GM Wilson will be attending a the ICMA Conference in Seattle September 28 and 29th.

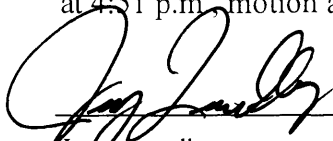
COMMISSIONER REPORTS

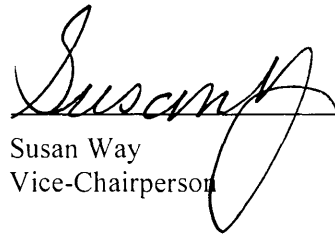
No reports from the Commissioners.

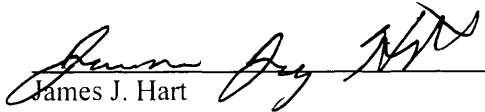
The Board went into Executive Session at 4:30 with General Manger Wilson and Legal Counsel Ken Bagwell to discuss potential litigation. The Board returned to regular session at 4:50 with no action taken.

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:51 p.m. motion approved 3-0.



Jenny Lundberg
Chairperson

Susan Way
Vice-Chairperson

James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
SEPTEMBER 21, 2015 WSUD BOARD MEETING**

SEPTEMBER PAYROLL:	91925	SEWER OPERATIONS	57,415.41
	91926	WATER OPERATIONS	58,420.31
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	56,009.83
	GRAND TOTAL PAYROLL ALL FUNDS:		178,549.63

ACCOUNTS PAYABLE:	<u>DISTRICT</u>		
		District voucher #24671 through #24713 issued 9/21/15 in the amount of \$81,296.93:	
		Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
		Fund 91925 - Wastewater Operating Fund	8,632.90
		Fund 91926 - Water Operating Fund	40,910.49
		Fund 91927 - Information Technology Fund	7,108.33
		Fund 91930 - Water Capital Improvement fund	24,645.21
		Fund 91933 - Sewer Capital Improvement Fund	0.00
		TOTAL DISTRICT ACCOUNTS PAYABLE	81,296.93
	<u>SKWRF</u>		
		SKWRF vouchers #13267 through #13289 issued 9/21/15 in the amount of \$77,009.55:	
		Fund 91928 - SKWRF Operating Fund	31,568.21
		Fund 91931 - SKWRF Capital Improvement Fund	45,441.34
		TOTAL SKWRF ACCOUNTS PAYABLE	77,009.55
		GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	158,306.48