

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, October 2, 2017 at 3:00 p.m.

Chairperson: Susan Way
Vice Chairperson: Jim Hart
Commissioner: Jerry Lundberg, Not in Attendance

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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Several members of the public were in attendance. There were questions regarding the status of the proposed Phillips Road ULID and customer concerns regarding connection fees paid previously.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of September 5, 2017
2. Approval of Vouchers WSUD #26585 through #26647 in the amount of \$155,563.87
3. Approval of Vouchers SKWRF #14410 through #14461 in the amount of \$46,641.15
4. Approval of September 2017 payroll in the amount of \$196,061.28

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

BOARD DISCUSSION/ACTION

Public Hearing and Resolution 680-17, Prosperity/Horstman Property Annexation

There were no public comments or discussion regarding the Prosperity/Horstman Property Annexation. The Public Hearing was closed. Commissioner Hart moved to table Resolution 680-17. The motion was seconded by Commissioner Way; motion approved 2-0.

Resolution 681-17, Approval of SKWRF Minor Services Contract

Commissioner Hart moved to approve Resolution 681-17. The motion was seconded by Commissioner Way; motion approved 2-0.

Resolution 682-17, Approve Hiring Accounting Specialist

Commissioner Hart moved to approve Resolution 682-17. The motion was seconded by Commissioner Way; motion approved 2-0.

Discussion: Extension of Water and Sewer Service

General Manager Wilson updated the Board on the East Port Orchard Bethel Corridor. Staff have researched and prepared statistics regarding developable and undevelopable acreage, parcels, septic systems, and water systems. Funding options, capital projects and environmental concerns were also presented.

ATTORNEY'S REPORT

Attorney Bagwell was not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Country Construction/Masonry, Inc. will be supplying and installing the cement masonry wall on the Storage Building
- Centrifuge Replacement Project: permit has been received, old equipment has been removed, floor repairs are completed, the new screw press and load scale system are received and replacement floor coverings are scheduled to be applied this week
- Fire Incident: assessing clean-up and restoration

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1/5 Reservoir Project: the building is still pending a satisfactory L&I inspection
- Well 22: start up went well and operator training is scheduled
- Sewer Main Relining Project: the contractor will be installing a 120 foot sewer main liner on October 9th
- Prosperity Plat: waiting for easements for the sewer and water mains installed
- ProsPine Plat: waiting for DEC documentation to be submitted
- Andasio Village: portions of the sewer failed inspection, the contractor is working on corrections and the meter setter installations are pending a decision whether or not the homes will be required to have sprinkle systems
- Blueberry Road Improvements: sewer main has been installed and is ready for cleaning and testing
- Blueberry Ridge: we reviewed plans and provided comments; we are waiting for updated plans to review

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- SCADA: Well 1/5 and Well 22 work completed
- SCADA Radio: Staff developed new mast system – this can be repeated at other sites; and a camera was installed at the Fred Meyer lift station
- We are reviewing both internal and external remote access
- The Shortel phone upgrade is completed, we are still working on a voicemail issue

- Vueworks: installing monthly updates, developing mobile view access, and the water meter identification project nearly complete

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Finance is very busy and missing two staff members
- We have scheduled a representative from PEBB to be on site October 18th for open enrollment information and questions

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

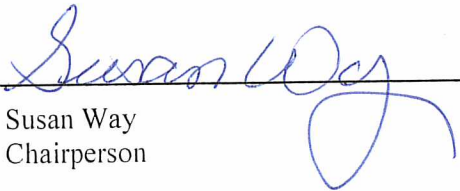
- Updated the Board on a staff member's health condition
- Met with the Department of Ecology last week to discuss the availability of grant funds with regard to extending sewer and water service in the Bethel Corridor area
- Had a meeting with Jim Rothlin to discuss the IT services West Sound provides to the Port of Bremerton

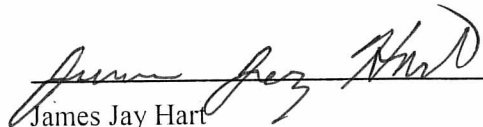
COMMISSIONER REPORT

- Commissioners Hart and Way attended a SAC meeting
- Commissioner Hart attended the Association fall conference

ADJOURN

Commissioner Hart moved to adjourn the meeting at 4:20 p.m. The motion was seconded by Commissioner Way; motion approved 2-0.


Susan Way
Chairperson


James Jay Hart
Vice-Chairperson

Not in Attendance

Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 2, 2017 WSUD BOARD MEETING**

SEPTEMBER PAYROLL	91925	SEWER OPERATIONS	68,975.27
	91926	WATER OPERATIONS	59,538.95
	91927	INFORMATION TECHNOLOGY	11,750.77
	91928	SKWRF	55,796.29
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	GRAND TOTAL PAYROLL ALL FUNDS:		196,061.28
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #26585 through #26618 issued 9/18/17 in the amount of \$135,503.19; and vouchers #26619 through #26647 issued 10/2/17 in the amount of \$20,060.68:

Fund 91929 - Facility Construction Fund	0.00
Fund 91925 - Wastewater Operating Fund	10,977.09
Fund 91926 - Water Operating Fund	54,293.07
Fund 91927 - Information Technology Fund	3,351.59
Fund 91930 - Water Capital Improvement fund	86,932.76
Fund 91933 - Sewer Capital Improvement Fund	9.36
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TOTAL DISTRICT ACCOUNTS PAYABLE	155,563.87

SKWRF

SKWRF vouchers #14410 through #14434 issued 9/18/17 in the amount of \$30,786.11; and vouchers #14435 through #14461 issued 10/2/17 in the amount of \$15,855.04:

Fund 91928 - SKWRF Operating Fund	33,354.00
Fund 91931 - SKWRF Capital Improvement Fund	13,287.15
Fund 91932 - SKWRF ER&R	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	46,641.15

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	202,205.02
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