

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 3, 2016 3:00 p.m.

Chairperson: Jerry Lundberg (joined meeting at 3:25 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
Ken Bagwell, District Attorney

The meeting was called to order by Commissioner Way at 3:05 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 September 12, 2016
2. Approval of Vouchers WSUD #25631 through #25696 in the amount of \$270,341.88
3. Approval of Vouchers SKWRF #13853 through #13891 in the amount of \$158,064.45

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

BOARD DISCUSSION/ACTION

First Reading: Resolution 623-16, Amendment to WSUD 2015-16 Biennial Budget

General Manager Wilson introduced Resolution 623-16 and explained the Rate Stabilization Account.

Resolution #624-16, Award of Sole Source Contract - SKWRF

Commissioner Hart moved to approve Resolution 624-16. The motion was seconded by Commissioner Way; motion approved 2-0.

Discussion: SKWRF Hydraulics Plan

Plant Manager Screws presented the Secondary Clarifier Hydraulic Modeling report prepared by HDR Engineering.

Discussion: SKWRF 2017- 2036 Capital Budget

Plant Manager Screws walked the Commissioners through the Plant's twenty year Capital Improvement Program; - several line items were discussed in detail.

Discussion: Water & Sewer 2017 – 2036 Capital Budgets

Operations Manager Winters presented the Water and Sewer twenty year Capital Improvement Programs. The timing and necessity of several projects were discussed.

ATTORNEY'S REPORT

Attorney Bagwell updated the Board on the status of the District's Petition to the Growth Management Hearings Board regarding Kitsap County's recently adopted Comp Plan

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Installation of forms for the Storage Building footings has begun
- Working on the modified RFP for HVAC work
- Working on the hydraulic permit application for Karcher Creek
- A RAS pump was rebuilt last week and is back in service
- William Olin has begun an internship at SKWRF

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- The bid opening for Well #1 Reservoir and Well #22 Pump House Construction has been extended to October 12th
- Fircrest Standpipe painting is complete and was \$40,000 under budget
- Well #14 has experienced a pump failure, work is underway to schedule a well drilling firm for repairs
- Prosperity Plat's sewer mains have been tested and videoed; water main is being installed
- Rhomjack Short Plat's water main is installed but not tested
- Petco is waiting for the contractor to mobilize
- Staff assisted Port Orchard's Police Department in cleaning the sewer easement area between South Kitsap Mall and Nathan's Glen

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Five candidates were interviewed for the GIS Specialist position; one candidate is scheduled to return for a second interview next week
- Renewed the Shortel Phone support agreement for a five year term
- Camera project: installing cabling in the SMBG building, remounting the wireless bridges and cameras should be installed and running by month end
- The mail server is being upgraded
- Switches have been added at Administration and SKWRF

IT MANAGER'S REPORT - continued

- ESRI is looking at our current system hoping we can take advantage of the trends and technology

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- PEBB has published rates for January 2017 through June 2017; - rates have increased for all plans
- Rassy Elliott and Joy Ramsdell attended the WFOA conference in Spokane
- Customer Service is very busy with one employee on a two week vacation

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

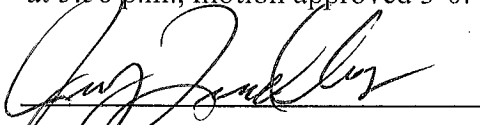
- Will be meeting with Allan Martin from the City of Port Orchard to discuss financial matters
- Attended the ICMA Conference in Kansas City
- Is working on 2017-2018 budgets - anticipating their completion by the end of the following week

COMMISSIONER REPORTS

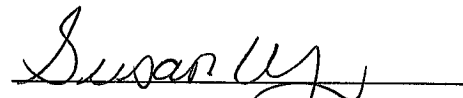
- Commissioner Hart attended the WASWD conference in Spokane

ADJOURN

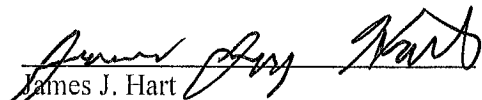
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:56 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 3, 2016 WSUD BOARD MEETING**

OCTOBER PAYROLL	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	<u>N/A</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>0.00</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25631 through #25672 issued 9/26/16 in the amount of \$149,529.83; and vouchers #25673 through #25696 issued 10/10/16 in the amount of \$120,812.05:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	4,848.01
Fund 91926 - Water Operating Fund	138,670.17
Fund 91927 - Information Technology Fund	13,427.09
Fund 91930 - Water Capital Improvement fund	113,396.61
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	270,341.88

SKWRF

SKWRF vouchers #13853 through #13874, and a portion of District voucher #25633 issued 09/26/16 in the amount of \$117,516.02; and vouchers #13875 through #13891 Issued 10/10/16 in the amount of 40,548.43:

Fund 91928 - SKWRF Operating Fund	64,337.92
Fund 91931 - SKWRF Capital Improvement Fund	<u>93,726.53</u>
TOTAL SKWRF ACCOUNTS PAYABLE	158,064.45

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>428,406.33</u></u>
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