

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 16, 2017 at 3:00 p.m.

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

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

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of October 2, 2017
2. Approval of Vouchers WSUD #26648 through #26696 in the amount of \$104,240.63
3. Approval of Vouchers SKWRF #14462 through #14497 in the amount of \$428,010.68
4. Approval of October 2017 payroll in the amount of \$172,232.16

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

BOARD DISCUSSION/ACTION

Resolution 683-17, Approve Developer's Extension Contract for the Olympic View Apartment Complex – Water and Sewer

Commissioner Hart moved to approve Resolution 683-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 684-17, Accept Water and Sewer Conveyance for the Phillips Short Plat – Water and Sewer

Commissioner Hart moved to approve Resolution 684-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 685-17, Approve Developer's Extension Contract for the Pros Pine Development – Water and Sewer

Commissioner Hart moved to approve Resolution 685-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: DOE Grant Application – Bethel Corridor Sewer Project

General Manager Wilson advised the Board the District has submitted a clean water grant application to the Department of Ecology. The District is hoping to schedule an informational meeting with Bethel Corridor property owners in November.

ATTORNEY'S REPORT

Attorney Bagwell was not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- We are waiting for Country Construction to schedule the CMU installation for the Storage Building
- CIP Centrifuge: Floor coatings complete, materials to be delivered this week for mechanical work and there may be an interested purchaser for the Flottweg Centrifuge
- Staff have completed some of the clean-up work from the fire and will work on more as the plan is defined for restoration
- Staff are working on rehabilitation of the biofilter odor control system

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 22 is pumping 500 gallons per minute
- The sewer main relining project on Madrona at Lodgepole is complete
- Well #16/17 Booster Pump Project – we are assembling documentation to prepare a request for proposal for engineering
- We are waiting for water and sewer easements in Prosperity Plat
- Sewer installation should begin this week for ProsPine Plat
- Corrections to the sewer stubs in Andasio Village have been made, the water system is not complete
- The Blueberry Road sewer main has been installed and is ready for cleaning and testing
- We have reviewed the plans and provided comments for Blueberry Ridge
- The Overlook Apartments site has been cleared, utility construction is on hold pending changes to the fire line
- The contractor for B&B Carwash has cleared the site and is installing vaults for the carwash

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Three staff members attended Ubiquiti Network Training and received their Broadband Wireless Admin Certificates
- A new network for servers only has been created

- Viewworks: Water meter project is nearing completion, and work continues on Springbrook integration and matching data with Kitsap County records
- We are moving more interfacing servers to the DMZ

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- A PEBB representative will be at the District on October 18th to discuss open enrollment changes and answer employee questions
- Everyone is very busy and we are looking forward to our new Accounting Specialist, Lori Nielsen, starting on October 23rd.

COMMISSIONER REPORTS

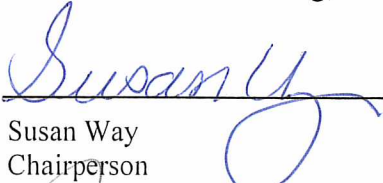
None

GENERAL MANAGER'S REPORT:


- The General Manager updated the Board on the improving health condition of an Administrative staff member
- We are working on a franchise agreement with the City of Port Orchard for projects needing to be done in right-of-way locations
- Will be attending an ICMA conference over the weekend and will return next Tuesday

ADJOURN

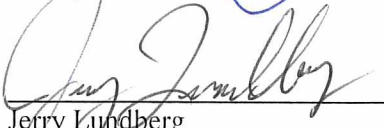
Commissioner Hart moved to adjourn the meeting at 3:37 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.



 Susan Way
 Chairperson



 James Jay Hart
 Vice-Chairperson



 Jerry Lundberg
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 16, 2017 WSUD BOARD MEETING**

OCTOBER PAYROLL	91925	SEWER OPERATIONS	55,594.60
	91926	WATER OPERATIONS	50,007.42
	91927	INFORMATION TECHNOLOGY	11,750.77
	91928	SKWRF	<u>54,879.37</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>172,232.16</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26648 through #26696 issued 10/23/17 in the amount of \$104,240.63:

Fund 91924 - WTR/WW Rev & Res Bond Fund	899.01
Fund 91925 - Wastewater Operating Fund	16,274.90
Fund 91926 - Water Operating Fund	76,276.39
Fund 91927 - Information Technology Fund	3,533.12
Fund 91930 - Water Capital Improvement fund	6,483.36
Fund 91933 - Sewer Capital Improvement Fund	<u>773.85</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	104,240.63

SKWRF

SKWRF vouchers #14462 through #14497 issued 10/23/17 in the amount of \$428,010.68:

Fund 91928 - SKWRF Operating Fund	66,476.91
Fund 91931 - SKWRF Capital Improvement Fund	361,533.77
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	428,010.68

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>532,251.31</u></u>
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