

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 17, 2016 3:00 p.m.

Chairperson: Jerry Lundberg
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 Lundberg 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 October 3, 2016
2. Approval of Vouchers WSUD #25697 through #25734 in the amount of \$66,809.84
3. Approval of Vouchers SKWRF #13892 through #13916 in the amount of \$29,022.92
4. Approval of October 2016 Payroll in the amount of \$163,800.44

BOARD DISCUSSION/ACTION ITEMS

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

BOARD DISCUSSION/ACTION

Resolution 623-16, Amendment to WSUD 2015-16 Biennial Budget

Commissioner Hart moved to approve Resolution 623-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #625-16, Approval of St. Vincent de Paul Developer Extension Agreement

Commissioner Way moved to approve Resolution 625-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution 626-16, Approval of Hilldale Rd. Plat Developer Extension Agreement

Resolution tabled until next Board Meeting.

Resolution 627-16, Confirming New Hire -- Jacob Holcombe

Commissioner Hart moved to approve Resolution 627-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 628-16, Bid Award for Well #1 Reservoir Project and Bid Rejection for Well #22 Pump House Project

Resolution tabled until next Board Meeting.

Discussion: Introduction of WSUD/SKWRF 2017-2018 Biennial Budgets

General Manager Wilson presented the SKWRF 2017-2018 Biennial Budget to the Board. The District budget will be ready for the Commissioners in the next few days.

ATTORNEY'S REPORT

Not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Storage Building - structural steel is currently being installed in preparation for inspection and concrete pouring
- HVAC – working on modified RFP
- Karcher Creek – working on hydraulic permit application
- Laboratory Audit – Department of Ecology conducted an audit of the laboratory on October 11th and 12th; an official report will be forthcoming
- The EPO elementary school visit will be rescheduled due to the October 14th storm

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well #1 Reservoir Replacement and Well #22 Pumphouse – bids were opened October 12th
- Well #14 pump repairs are going well
- There has been no change in status for Prosperity Plat, Rhomjack Short Plat or Petco

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The GIS Specialist position has been filled
- The Port has been requiring more time than usual – with budget, developing VPN policies and procedures, and project management

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Working to schedule an on-site visit with a PEBB representative for open enrollment
- Very busy time for Customer Service and Finance

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- October 14th was Laboratory Analyst Lorisa Watkins last day
- Work on 2017-2018 Biennial budgets continues
- The next SAC meeting is October 19th

COMMISSIONER REPORTS

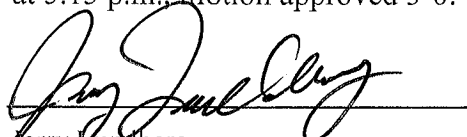
None

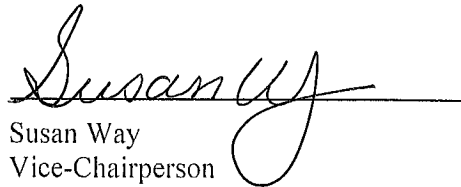
EXECUTIVE SESSION

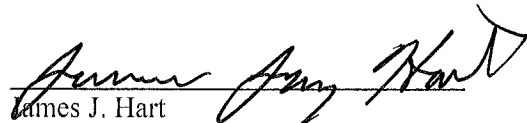
The Board of Commissioners went into Executive Session at 4:35 p.m. with General Manager Wilson to discuss employee performance and salaries. The Board returned to regular session at 5:14 p.m.

ADJOURN

Commissioner Way moved and Commissioner Hart seconded the motion to adjourn the meeting at 5:15 p.m., motion approved 3-0.


Perry Lundberg
Chairperson


Susan Way
Vice-Chairperson


James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 17, 2016 WSUD BOARD MEETING**

OCTOBER PAYROLL	91925	SEWER OPERATIONS	53,250.30
	91926	WATER OPERATIONS	51,550.94
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	<u>51,892.55</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>163,800.44</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25697 through #25734 issued 10/24/16 in the amount of \$66,809.84:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	600.00
Fund 91925 - Wastewater Operating Fund	15,364.34
Fund 91926 - Water Operating Fund	41,692.91
Fund 91927 - Information Technology Fund	9,152.59
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	66,809.84

SKWRF

SKWRF vouchers #13892 through #13916 issued 10/24/16 in the amount of \$ 29,022.92:

Fund 91928 - SKWRF Operating Fund	26,216.36
Fund 91931 - SKWRF Capital Improvement Fund	<u>2,806.56</u>
TOTAL SKWRF ACCOUNTS PAYABLE	29,022.92

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>95,832.76</u></u>
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