

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, November 21, 2016 3:00 p.m.

Chairperson: Jerry Lundberg
Vice Chairperson: Susan Way (joined the meeting at 3:45)
Commissioner: Jim Hart

Attending: Michael Wilson, General Manager
Brent Winters, Operations Manager
Randy Screws, SKWRF Plant Manager
Michael Whitehead, IT Manager
Deena Carpenter, Customer Service

The meeting was called to order by Commissioner Lundberg at 3:05 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Two members of the community were present.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of November 7, 2016
2. Approval of Vouchers WSUD #25765 through #25809 in the amount of \$136,096.10
3. Approval of Vouchers SKWRF #13936 through #13964 in the amount of \$122,823.32
4. Approval of November 2016 Payroll in the amount of \$165,974.54

BOARD DISCUSSION/ACTION ITEMS

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 631-16, WSUD 2017-18 Biennial Budget

Discussion with no action.

Discussion: Financial Management Policies - November, 2016 (Exhibit "B")

Clarification of wording changes in the Financial Management Policies by GM Wilson.

First Reading: Resolution 632-16, District Employee's 2016 Cost-of-Living Adjustment

Discussion with no action.

Discussion: Water/Sewer Utility Rates Report

The Commissioners requested a report from GM Wilson showing 3% rate increase plus cost of living for water over the next 5 years to be presented at the next board meeting.

First Reading: Resolution 633-16, 2017-18 Water/Sewer Rates, Charges and Fees

Discussion with no action.

ATTORNEY'S REPORT

Not in attendance.

PLANT OPERATIONS REPORT

- Plant Manager Screws reported:
- SKWRF staff have completed pour of the walls. Staff is now working on installation of the drainage system. After completion date in two weeks the staff will work on setting final interior grade. RFP's will go out for completion of the building in 2017.
- Karcher Creek - working on Hydraulic Permit Application.
- Laboratory - Audit by Dept. of Ecology on October 11th and 12th. SKWRF has yet to receive an official report of finding.
- Shane Colglazier is scheduled to take his OIT/Operator I exam on November 30th.
- No status change on HVAC or Boiler Modifications.

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Wells 1 & 5 Reservoir Project is contracted with T Bailey to engineer the reservoir, crew removed the fence and disconnected the existing reservoir plumbing and electrical. NW Metals and Salvage began demolition today.
- Well 18 had plumbing and electrical removed from well head by crew. Holt Services will remove the pump tomorrow and Water Well Developing will video the casing and screen on Wednesday prior to start of rehab process.
- Project updates - Prosperity Plat paving complete and working on punch list, Rhomjack pressure test failed and is now looking for leak, and the Petco developer is waiting for approval from the City.

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The Exchange Server upgrade project has been pushed out until January.
- Cradle Point is going well. Bill Latham is using it every day.
- Salmonberry Camera Project - ground is 90% finished and started on Elevated's wireless link. Work depends on maintenance staff and when they can be scheduled.
- Getting GIS Jacob Holcombe up to speed on VueWorks data entry and he is meeting all the GIS contacts in the area.
- Working on TV Van hardware issues.
- Port of Bremerton - working on server upgrades and maintenance.

ASSISTANT FINANCE MANAGER'S REPORT

Not in Attendance

CUSTOMER SERVICE REPORT

Customer service is running smoothly with nothing to report.

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- He is meeting this week with Kitsap County Commissioner Charlotte Garrido to discuss UGA/Comp Plan adjustments.
- Finance is closing out end of the year.
- Presentation of SKWRF budget to Port Orchard City Council.
- Staff Holiday Party scheduled for December 15.
- We have no set date from the State Auditor's office for the 2016 audit.

COMMISSIONER REPORTS

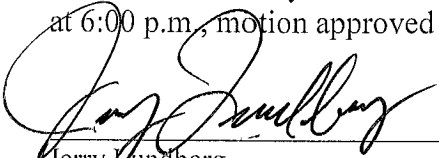
Commissioner Hart reported he attended the Section II meeting.

EXECUTIVE SESSION


The Board of Commissioners went into Executive Session at 5:40 p.m. with General Manager Wilson to discuss personnel performance. The Board returned to regular session at 5:59 p.m.

ADJOURN

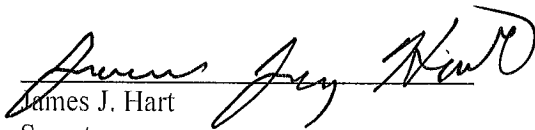
Commissioner Way moved and Commissioner Hart seconded the motion to adjourn the meeting at 6:00 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
NOVEMBER 21, 2016 WSUD BOARD MEETING**

NOVEMBER PAYROLL	91925	SEWER OPERATIONS	55,970.84
	91926	WATER OPERATIONS	55,444.76
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	<u>47,452.29</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>165,974.54</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25765 through #25809 issued 11/21/16 in the amount of \$136,096.10:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	54,338.89
Fund 91926 - Water Operating Fund	72,758.99
Fund 91927 - Information Technology Fund	2,696.72
Fund 91930 - Water Capital Improvement fund	6,301.50
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	136,096.10

SKWRF

SKWRF vouchers #13936 through #13964 issued 11/21/16 in the amount of \$122,823.32:

Fund 91928 - SKWRF Operating Fund	118,319.08
Fund 91931 - SKWRF Capital Improvement Fund	<u>4,504.24</u>
TOTAL SKWRF ACCOUNTS PAYABLE	122,823.32

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>258,919.42</u></u>
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