

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday, September 5, 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
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

None

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of August 21, 2017
2. Approval of Vouchers WSUD #26551 through #26584 in the amount of \$24,874.59
3. Approval of Vouchers SKWRF #14381 through #14409 in the amount of \$25,587.55

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 677-17, Employee Sick Leave Policy

Commissioner Hart moved to approve Resolution 677-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Customer Development Projects

General Manager Wilson summarized the current developer projects. This report identified potential water and sewer service connections. The discussion continued regarding our appeal of the Boundary Hearing Board's decision to reduce the Urban Growth Boundary that adversely impacts our sewer expansion. The appeal will be heard in Kitsap County Superior Court. We are continuing to work on a settlement proposal with Kitsap County.

Resolution 678-17, Developer Extension Agreement – Blueberry Road Offsight

Commissioner Hart moved to approve Resolution 678-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 679-17, Developer Extension Agreement – Blueberry Ridge Development
Commissioner Hart moved to approve Resolution 679-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY’S REPORT

Attorney Bagwell was not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Storage Building: A bid has been accepted for the slab and it is scheduled to be poured September 12th; RFP’s were sent out for CMU bids and the bid closing is September 13th
- CIP Centrifuge Replacement: the permit has been submitted, the support pad for structural columns has been poured, the old centrifuge has been removed, work is being done on ancillary equipment and mechanical system removal and the Screw Press is scheduled for delivery on September 19th
- SKWRF had excursions from permitted limits for total suspended solids in August due to filamentous bulking issues

OPERATIONS MANAGER’S REPORT

Operations Manager Winters reported:

- Well 1/5 Reservoir Project: We are waiting for the UL listing on the building, - Pump Tech is working with L&I to resolve the issue
- Well 22: Pump and control valve startup was today, startup of injection equipment will be next week
- Sewer Main Relining Project: The liner the contractor installed on Madrona failed; they removed it and will return September 18th to replace it
- Prosperity Plat: Our inspector has given final approval and we are closing out the paperwork for the project
- ProsPine Plat: We are waiting for the final set of plans so we can approve them
- Andasio Village: The water and sewer mains inside the plat have been installed and we are ready for testing
- Blueberry Road Improvements: The contractor is installing sewer main on Blueberry Rd. starting at Bethel Rd.
- Blueberry Ridge: Plans have been reviewed and construction will probably follow the completion of the improvements on Blueberry Rd.

IT MANAGER’S REPORT

IT Manager Whitehead was not in attendance.

ASSISTANT FINANCE MANAGER’S REPORT

Assistant Finance Manager Fantz reported:

- We are accepting applications for the Accounting Specialist position until September 18th
- PEBB has published their rates for the period January 2018 through June 2018

COMMISSIONER REPORTS

- Commissioner Hart and Commissioner Way attended a Section II meeting
- Commissioner Hart attended a WASWD meeting

GENERAL MANAGER'S REPORT:

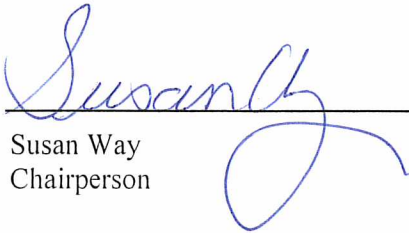
General Manager Wilson provided a Bethel Corridor Water and Sewer Utility Extension Plan. This is very preliminary and the District intends to explore various options that our customers may be interested in for future development. A discussion followed regarding our responsibility to educate the public, the appropriate role the District should take in supporting customers interested in obtaining water and sewer service and the possibility of funding mechanisms such as grants or a ULID.

EXECUTIVE SESSION

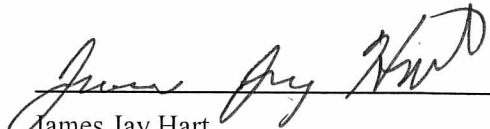
The Board of Commissioners went into Executive Session for fifteen minutes at 4:58 p.m. with General Manager Wilson pursuant to RCW 42.30.110.g to review the performance of an employee. The Board returned to regular session at 5:13 p.m.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 5:14 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson

Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
SEPTEMBER 5, 2017 WSUD BOARD MEETING**

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 #26551 through #26584 issued 9/5/17 in the amount of \$24,874.59

Fund 91929 - Facility Construction Fund	0.00
Fund 91925 - Wastewater Operating Fund	2,992.60
Fund 91926 - Water Operating Fund	8,117.56
Fund 91927 - Information Technology Fund	11,010.79
Fund 91930 - Water Capital Improvement fund	600.00
Fund 91933 - Sewer Capital Improvement Fund	<u>2,153.64</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	24,874.59

SKWRF

SKWRF vouchers #14381 through #14409 issued 9/5/17 in the amount of \$25,587.55:

Fund 91928 - SKWRF Operating Fund	17,027.48
Fund 91931 - SKWRF Capital Improvement Fund	8,560.07
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	25,587.55

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>50,462.14</u></u>
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