

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 27, 2017 at 3:00 p.m.

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

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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 Way at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Several members of the community were in attendance. There were no comments.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of November 06, 2017
2. Approval of Vouchers WSUD #26738 through #26779 in the amount of \$78,483.80
3. Approval of Vouchers SKWRF #14536 through #14556 in the amount of \$23,190.29
4. Approval of November 2017 payroll in the amount of \$172,401.62

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 680-17, Prosperity/Horstman Property Annexation

Commissioner Hart moved to approve Resolution 680-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 687-17, Accepting Water/Sewer Improvements of Prosperity Place Development

General Manager requested this be put on hold as the District was still waiting on additional paperwork from the Developer.

First Reading: Resolution 690-17, 2018 Water/Sewer General Facility Charges & Policies  
General Manager Wilson reviewed the GFC charges that increase every year by the percentage of the Seattle Construction Index. Discussion as to what miscellaneous charges will increase and what will remain the same.

First Reading: Resolution 692-17, Amendment to 2017-2018 Biennial Budget  
General Manager Wilson gave the Board an overview of the proposed changes to the 2018 Capital Improvement Projects for both the District and the Plant.

Discussion: County/City Communication Regarding UGA  
General Manager Wilson briefed the Commissioners on his communication with the County and City of Port Orchard regarding the UGA boundaries. County and City believe we should be the initiator in contacting land owners as to rezoning of their property. GM Wilson advised the Commissioners the District is not in the land use business; the District sells water and sewer service. Collaboration among all three entities is a must when changes are implemented.

#### ATTORNEY'S REPORT

Attorney Bagwell was not in attendance.

#### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Storage Building is on short hold due to weather and other projects. Lumber package is being worked on.
- CIP Centrifuge Replacement: Staff working on mechanical and electrical in preparation for the installation, structural steel was delivered last week and is being coated this week. Anticipating we will have a welder onsite the second or third week of December. Awaiting schedule confirmation.
- SKWRF Fire Incident: Working with McLarens Claims Services addressing the necessary steps to clean up and restoring the areas affected. Belfor is preparing for the smoke seal coatings to be applied. We still anticipate that a clearly defined scope will be identified within the next few weeks for the work that will need to be completed. Tim Lange and Yound and Assoc. are working with Belfor on cost estimates. SKWRF is working on approval for purchase of the replacement blower as the lead time for delivery is 20-22 weeks from date of order.

#### OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- John is working on obtaining quotes for a couple of mains on Lincoln. The areas to repair require reinstatement of side sewers.
- The Well #16/17 Booster Pump replacement project: Operation Manager Winters is assembling the background documentation to prepare a request for proposal for engineering. The construction is scheduled for 2018.
- Prosperity Plat: We are waiting for easements for water and sewer.

- ProsPine Plat: Sewer and water mains are mostly installed. The work has been slow due to heavy rain.
- Andasio Village: The contractor is installing meter setters and sewer and water testing needs to be completed.
- Blueberry Road: The water main is installed and tested, the sewer main is installed and needs to be tested.
- Blueberry Ridge: We reviewed the plans and provided comments, waiting for updated plans to approve.
- Overlook Apartments: Sewer main installed but it needs the side sewers to be installed. No water main has been constructed.
- B&B Carwash: No activity since the heavy rains began.
- Reviewed several upcoming developer projects.

#### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Phone system upgrade Friday December 1, 2017.
- Moved first application to the "Cloud".
- VUEworks: Jacob is collecting data to see how to make reports more manageable.
- The wireless network (SCADA) upgrade is scheduled for the first week of December.
- File server clean-up is complete.

#### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz was not in attendance.

#### GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- Meeting with the City regarding the Sedgwick/Bethel interchange.
- Application on new mobile home park taken out as land is being rezoned by the City.
- Continuing to work on a franchise agreement with the City of Port Orchard for projects needing to be done in the right-of-way.
- Community meeting for the Bethel Corridor is scheduled for December 4<sup>th</sup> at 5:30 p.m. here at the District office. Working on a grant application for project.
- Heidi Hill will be out of the office recovering from surgery.
- The District holiday potluck event will be Wednesday, December 13<sup>th</sup>.

#### COMMISSIONER REPORTS

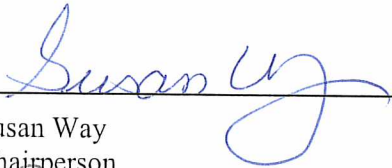
- Nothing to report from Commissioners Way, Hart, or Lundberg.

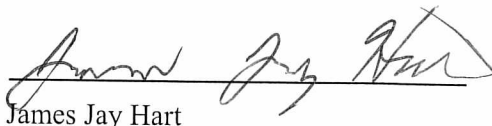
#### EXECUTIVE SESSION

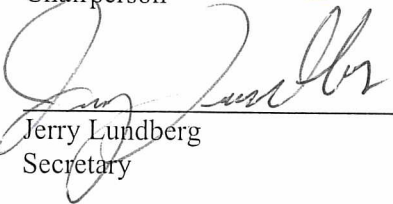
The Board of Commissioners went into Executive Session at 4:10 p.m. with General Manager Wilson pursuant to RCW 42.30.110 (g) to discuss personnel performance. The Board returned to regular session at 4:35 p.m.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 4:36 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.

  
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Susan Way  
Chairperson

  
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James Jay Hart  
Vice-Chairperson

  
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Jerry Lundberg  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
NOVEMBER 27, 2017 WSUD BOARD MEETING**

NOVEMBER PAYROLL	91925	SEWER OPERATIONS	57,276.24
	91926	WATER OPERATIONS	50,926.75
	91927	INFORMATION TECHNOLOGY	11,972.36
	91928	SKWRF	<u>52,226.27</u>
<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>			<u><u>172,401.62</u></u>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #26738 through #26779 issued 11/27/17 in the amount of \$78,783.80:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	11,101.05
Fund 91926 - Water Operating Fund	33,845.76
Fund 91927 - Information Technology Fund	6,381.68
Fund 91930 - Water Capital Improvement fund	26,408.75
Fund 91933 - Sewer Capital Improvement Fund	<u>746.56</u>
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>78,483.80</b>

**SKWRF**

SKWRF vouchers #14536 through #14556 issued 11/27/17 in the amount of \$23,190.29:

Fund 91928 - SKWRF Operating Fund	21,005.94
Fund 91931 - SKWRF Capital Improvement Fund	2,184.35
Fund 91932 - SKWRF ER&R	<u>0.00</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>23,190.29</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<u><u>101,674.09</u></u>
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