

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, July 9, 2018 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, Assistant General Manager
Michael Whitehead, IT Manager
Tracy Fantz, HR/Payroll Manager
Joy Ramsdell, Finance Manager

The meeting was called to order by Commissioner Way at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No members of the public were in attendance

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of June 18, 2018
2. Approval of Vouchers WSUD #27244 through #27277 in the amount of \$67,627.34
3. Approval of Vouchers SKWRF #14902 through #14922 in the amount of \$25,064.37

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

BOARD DISCUSSION/ACTION

Discussion: Well Rehabilitation Planning

West Sound's hydrologist, Craig Russell, reviewed the status of District wells with the Board. Operations Manager Winters presented a spreadsheet and detailed plans for current and future well maintenance.

Resolution 750-18, Approve Step Increase for Robert Williams
Tabled for Executive Session

Resolution 751-18, Approve Step Increase for William Olin
Tabled for Executive Session

Resolution 752-18, Approve Step Increase for Michael Ridgeway

Tabled for Executive Session

Resolution 753-18, Purchase of 2018 Ford F-150

Commissioner Hart moved to approve Resolution 753-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Second Reading: Resolution 746-18, Modifying Accounts Payable Procedures

Commissioner Hart moved to approve Resolution 746-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

First Reading: Resolution 754-18, Repealing Budget Billing Procedures

General Manager Wilson and Finance Manager Ramsdell explained the reasons Customer Service is recommending the District stop offering Budget Billing.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Assistant General Manager Screws reported:

- CIP Centrifuge: Work is scheduled to begin in September and Mead & Hunt Engineering is finalizing the as-built drawings for the project
- The fire claim is being closed out – we are awaiting the final payment
- CIP Membrane Replacement: We are confirming the schedule for delivery and installation and L&I has approved modified entry/egress for the MBR tankage
- Department of Ecology will be performing a Class I Inspection in August

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 22 is back in production following installation of a new pump and power cable
- West Sound Engineering is preparing bid documents for the Lidstrom Water Main Replacement Project
- It appears the most economical distribution for Well 16/17 is to pump directly into the system
- Construction for the Madrona Lift Station should be completed this summer
- WSUD crew is installing plumbing inside the vault for the Watauga PRV Project
- AM/PM construction plans have been reviewed and returned to the Engineer
- We are waiting for final plans for Ridgeline
- Bethel Heated Storage, Wiley Estates 3 and Reinke Water Main Extension projects have plan approval and need the DEC
- The contractors for Overlook Apartments and B&B Carwash are working on punch list items

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Desktop Support: Migration to Windows 10 is completed
- Mass Communication for Rate Payers: We are researching options and various methods of communicating with our customers
- Network Support: Continuing SKWRF Wi-Fi expansion, Watchguard Firewall/Router Changes, and continuing wireless broadband installation at well sites
- Security Systems: Well 21 camera repaired and SKWRF parking lot camera to be installed
- Springbrook: Accela Civic Pay training is scheduled for this week

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- WSRMP has added Active Shooter/Deadly Weapon Insurance coverage for members

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- Working on 2019-20 Budget
- Working to meet with Kitsap County regarding pending claim settlement
- The annexation documents have been delivered to the Boundary Review Board
- The next SAC meeting is scheduled for July 18th. Commissioner Lundberg requested this meeting be moved to August 15th.

COMMISSIONER REPORTS

- Commissioner Hart attended the WASWD and Section II meetings; he also attended an open house at SW Suburban Sewer District.

EXECUTIVE SESSION

The Board went into Executive Session with General Manager Wilson, Assistant Manager Screws and Operations Manager Winters at 4:10 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 4:20 p.m.

Resolution 750-18, Approve Step Increase for Robert Williams

Commissioner Hart moved to approve Resolution 750-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 751-18, Approve Step Increase for William Olin

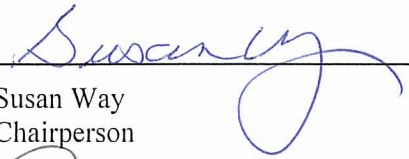
Commissioner Hart moved to approve Resolution 751-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 752-18, Approve Step Increase for Michael Ridgeway

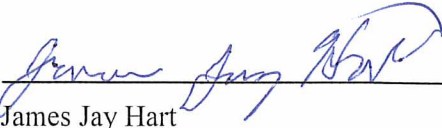
Commissioner Hart moved to approve Resolution 752-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

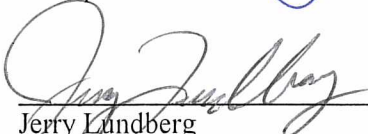
Commissioner Lundberg moved to adjourn the meeting at 4:21 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
 JULY 09, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

JULY 2018	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:		

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27244 through #27277 issued 07/10/18 in the amount of \$67,627.34:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	15,201.36
Fund 91926 - Water Operating Fund	13,811.39
Fund 91927 - Information Technology Fund	1,735.43
Fund 91930 - Water Capital Improvement fund	36,879.16
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	67,627.34

SKWRF

SKWRF vouchers #14902 through #14922 issued 07/10/18 in the amount of \$25,064.37:

Fund 91928 - SKWRF Operating Fund	25,064.37
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	25,064.37

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>92,691.71</u></u>
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