

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, June 18, 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, SKWRF Plant 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 4, 2018
2. Approval of Vouchers WSUD #27196 through #27243 in the amount of \$555,542.98
3. Approval of Vouchers SKWRF #14878 through #14901 in the amount of \$965,746.11
4. Approval of June 2018 Payroll in the amount of \$179,976.63

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

BOARD DISCUSSION/ACTION

The District has hired three Summer Helpers this year. Operations Manager Winters introduced Deion Anderson and Brian Tinner, and Plant Manager Screws introduced Levi Mead.

Public Hearing: Annexation Proposal for Aiken Road North

The Public Hearing was opened at 3:05 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:06 p.m.

Resolution 737-18, Approve Aiken Road (North) Property Annexation

Commissioner Hart moved to approve Resolution 737-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Aiken Road South

The Public Hearing was opened at 3:06 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:06 p.m.

Resolution 738-18, Approve Aiken Road (South) Property Annexation

Commissioner Hart moved to approve Resolution 738-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Baby Doll Road

The Public Hearing was opened at 3:07 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:07 p.m.

Resolution 739-18, Approve Baby Doll Road Property Annexation

Commissioner Hart moved to approve Resolution 739-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Lidstrom Rd./Steamboat Loop

The Public Hearing was opened at 3:08 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:08 p.m.

Resolution 740-18, Approve Lidstrom Road (Steamboat Loop) Property Annexation

Commissioner Hart moved to approve Resolution 740-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Lund Avenue

The Public Hearing was opened at 3:08 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:09 p.m.

Resolution 741-18, Approve Lund Avenue Property Annexation

Commissioner Hart moved to approve Resolution 741-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Salmonberry Road West

The Public Hearing was opened at 3:09 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:10 p.m.

Resolution 742-18, Approve Salmonberry Road (West) Property Annexation

Commissioner Hart moved to approve Resolution 742-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Salmonberry Road East

The Public Hearing was opened at 3:10 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:10 p.m.

Resolution 743-18, Approve Salmonberry Road (East) Property Annexation

Commissioner Hart moved to approve Resolution 743-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Sedgwick Road

The Public Hearing was opened at 3:11 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:11 p.m.

Resolution 744-18, Approve Sedgwick Road Property Annexation

Commissioner Hart moved to approve Resolution 744-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing: Annexation Proposal for Mile Hill Road

The Public Hearing was opened at 3:11 p.m.; there were no public comments or discussion regarding the proposed annexation. The Public Hearing was closed at 3:12 p.m.

Resolution 745-18, Approve Mile Hill Road Property Annexation

Commissioner Hart moved to approve Resolution 745-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

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

Finance Manager Joy Ramsdell reviewed the proposed procedural changes and explained the benefits to the Board.

Resolution 747-18, Award SKWRF Loading Bay Improvements/Centrifuge Replacement Contract

Commissioner Hart moved to approve Resolution 747-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Close Out SKWRF Claim/Fire Incident

Plant Manager Screws reviewed the process of finalizing the SKWRF fire claim. The Board acknowledged the magnitude of the claim and were satisfied with the completion of the transactions.

Discussion: Water/Sewer District Commissioner's Compensation

HR/Payroll Manager Fantz advised the Board that the Office of Financial Management has adjusted the compensation for water and sewer district commissioners. Effective July 1, 2018 the daily rate will increase from \$114.00 to \$128.00. This is authorized by RCW 57.12.010 and was approved by our Board previously - see Resolution #53-08.

Resolution 748-18, Approve General Manager Wilson Employment Agreement Extension

Commissioner Hart moved to approve Resolution 748-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 749-18, Accept St. Vincent De Paul Water and Sewer System

Commissioner Hart moved to approve Resolution 749-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT

None

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- One acceptable bid was received for the Centrifuge Replacement load scale system
- McLaren's has been provided with the documentation to finalize the fire claim
- Membrane Replacement Project: Membranes are set to ship the first of September and we are waiting for Dept. of Ecology approval of the installation time frame, still waiting for L&I to approve a variance for entry procedures/methods for the MBR tanks
- The biennial fireside cleaning and inspection of boilers was done last week
- The NPDES permit application has been completed and sent to Dept. of Ecology

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 14 rehabilitation is complete, Well 11 should be completed by the end of this week
- We are waiting for cable to arrive for the Well 22 motor replacement
- West Sound Engineering is preparing bid documents for the Lidstrom Water Main Project
- BHC Engineering is preparing a draft report for the Well 16/17 Booster Pump Replacement Project
- We are reviewing the latest engineering proposal for the Madrona Lift Station Project
- Hot tapping the water main for the Watauga PRV Project is complete
- Plans for the new AM/PM have been reviewed and returned to their engineer
- We are waiting for final plans and the lift station proposal for Ridgeline
- Bethel Heated Storage has submitted plans
- We have final plans for Wiley Estates 3
- The contractors for Overlook Apartments and the B&B Carwash are working on punch list items

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Network Support: We have received the last of the new switches for the Ubiquity Network Switch Upgrade, new access points have been installed at SKWRF, and the Watchguard Firewall has been updated
- Security Systems: We have configured the SMBE IR camera and installed and configured the Fircrest IR camera
- Control Systems: Win911 has been unable to reproduce our problem in their labs, we will continue to explore our options
- Accela Civic Pay is scheduled to go live on July 9th

- Viewworks: Working to ensure Springbrook and County data match, remapping sewer service points, working on creating new work orders for water quality, updated to Version 2018.1
- Working on 2019-20 Budget with all departments

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- We have modified our employment application to adhere to the Washington Fair Chance Act (WFCA)
- Working on 2019-20 salary and benefit projections for budgeting, - this will be completed by June 22nd

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

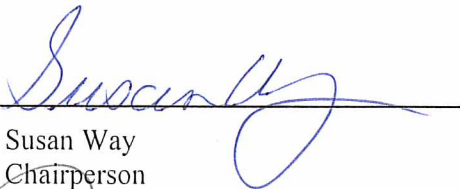
- Reviewed his work schedule with the Commissioners
- Is hoping to meet with Kitsap County Commissioner Charlotte Garrido regarding the Phillips settlement
- Anticipating having Craig Russell attend the July 9th Board meeting to discuss the conditions of our wells and water resources
- At the July 23rd meeting we will discuss future capital improvement projects
- Will be meeting with interested parties this week to discuss potential Bethel Corridor development

COMMISSIONER REPORT

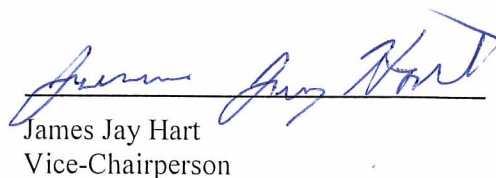
None

ADJOURN

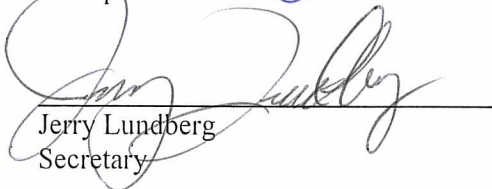
Commissioner Hart moved to adjourn the meeting at 4:15 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JUNE 18, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

JUNE 2018	91925	SEWER OPERATIONS	60,056.01
	91926	WATER OPERATIONS	53,357.61
	91927	INFORMATION TECHNOLOGY	12,352.27
	91928	SKWRF	<u>54,210.74</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>179,976.63</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27196 through #27243 issued 06/25/18 in the amount of \$555,542.98:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	325,603.01
Fund 91926 - Water Operating Fund	213,496.54
Fund 91927 - Information Technology Fund	10,647.52
Fund 91930 - Water Capital Improvement fund	5,795.91
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	555,542.98

SKWRF

SKWRF vouchers #14878 through #14901 issued 06/25/18 in the amount of \$965,746.11:

Fund 91928 - SKWRF Operating Fund	965,312.98
Fund 91931 - SKWRF Capital Improvement Fund	433.13
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	965,746.11

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>1,521,289.09</u></u>
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