

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, April 16, 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
Ken Bagwell, District Attorney

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 April 3, 2018
2. Approval of Special Board Meeting Minutes of April 9, 2018
3. Approval of Vouchers WSUD #27088 through #27121 in the amount of \$58,929.08
4. Approval of Vouchers SKWRF #14775 through #14800 in the amount of \$530,034.58
5. Approval of April 2018 Payroll in the amount of \$179,836.28

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 714-18, Acceptance of Prosperity Place Development Water/Sewer System

Commissioner Hart moved to approve Resolution 714-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 720-18, Acceptance of Gallegos Sewer System

Commissioner Hart moved to approve Resolution 720-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 721-18, Modification of SKWRF Blower Replacement Service Contract

Commissioner Hart moved to approve Resolution 721-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: WSUD Water/Sewer Development Projects

Operations Manager Winters reviewed the current water and sewer projects with the Board.

Discussion: WSUD Sewer Service Area Annexations

General Manager Wilson discussed potential sewer service area annexations the district could pursue; using the “resolution method” to initiate annexations would be a practical and cost-effective process. Nine subareas have been identified and are being recommended to the Board for concurrent annexations. The Board agreed staff should continue to explore this option.

Discussion: City of Port Orchard Franchise Agreement

We continue to try and work with the City of Port Orchard on the proposed franchise agreement. The elected officials of the City and District are scheduled to discuss the agreement at the SAC meeting scheduled for April 18th.

Discussion: General Manager Selection Process/Schedule

This discussion will take place during Executive Session

ATTORNEY’S REPORT

Report was given in Executive Session

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Storage Building: On short hold due to weather and other projects
- Centrifuge Replacement: Performance testing should begin soon
- Fire Incident: Blower installation is complete, and there will be a final inspection for the claims adjuster
- Membrane Replacement: A project engineer will make a site visit in May
- Regulatory: Revenue figures have been requested for the NPDES fee assessment

OPERATIONS MANAGER’S REPORT

Operations Manager Winters reported:

- Well 11/14 Rehabilitation: Bid opening is April 26th at 11:00 a.m.
- Well 16/17 Replacement: Well 17 will be rehabilitated while the booster pump station is out of service
- Madrona Lift Station: We are negotiating a product and services scope from Romtec Utilities; - construction should be completed this summer
- Blueberry Ridge: We are waiting for lift station plans
- Overlook Apartments/B&B Carwash: Contractor for each project is working on punch list items for final inspections

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Server Support: A seven year old server failed last week, two servers have been converted to fiber optic network cards
- Network Support: Purchased new network switches
- Control Systems: Win911, continuing to work with the new water system alarm system
- Backups/Recovery: Purged data from backup system and changed retention times of backups
- Vieworks/Mapping: Developing mapping for potential annexations and updating GIS sewer addresses

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- The 2018 Summer Help positions have been advertised and we are beginning to see applications come in

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- Staff will continue working on the annexation project
- Working to schedule a meeting with the City of Port Orchard regarding the franchise agreement
- There is a Sewer Advisory Committee (SAC) meeting on April 18th
- General Manager is scheduled for vacation the week of April 23rd – April 27th

COMMISSIONER REPORTS

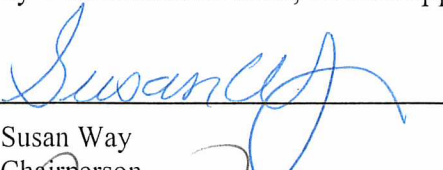
- None

EXECUTIVE SESSION

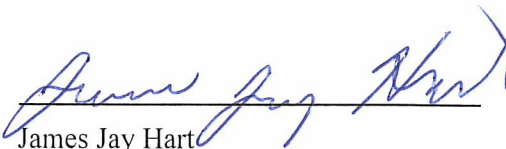
The Board went into Executive Session with General Manager Wilson and Legal Counsel Bagwell at 4:30 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g) and pending litigation pursuant to WAC 42.30.110 (1)(i). Attorney Bagwell left the meeting at 4:50 p.m. The Board returned to regular session at 5:29 p.m.

ADJOURN


Commissioner Lundberg moved to adjourn the meeting at 5:30 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
APRIL 16, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

APRIL 2018	91925	SEWER OPERATIONS	59,951.21
	91926	WATER OPERATIONS	52,926.17
	91927	INFORMATION TECHNOLOGY	12,352.27
	91928	SKWRF	<u>54,606.63</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>179,836.28</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27088 through #27121 issued 04/23/18 in the amount of \$58,929.08:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	14,038.61
Fund 91926 - Water Operating Fund	36,731.12
Fund 91927 - Information Technology Fund	4,687.10
Fund 91930 - Water Capital Improvement fund	3,472.25
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	58,929.08

SKWRF

SKWRF vouchers #14775 through #14800 issued 04/23/18 in the amount of \$530,034.58:

Fund 91928 - SKWRF Operating Fund	58,281.39
Fund 91931 - SKWRF Capital Improvement Fund	471,753.19
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	530,034.58

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>588,963.66</u></u>
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