

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, March 12, 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
Kenneth 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

EXECUTIVE SESSION

The Board went into Executive Session with General Manager Wilson and District Attorney Bagwell to discuss pending litigation pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 3:35 p.m. Attorney Bagwell excused himself from the meeting at this time.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of February 12, 2018
2. Approval of Special Board Meeting Minutes of February 20, 2018
3. Approval of Vouchers WSUD #26959 through #27019 in the amount of \$96,525.41
4. Approval of Vouchers SKWRF #14677 through #14722 in the amount of \$90,783.67
5. Approval of March 2018 Payroll in the amount of \$175,675.91

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 703-18, 2018 Cross-Connection Program Regulations & Procedures

Commissioner Hart moved to approve Resolution 703-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 704-18, 2018 Developer's Extension Manual

Commissioner Hart moved to approve Resolution 704-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 706-18, 2018 Conveyance of Andasio & Off-Site Blueberry Plat Developments
Commissioner Hart moved to approve Resolution 706-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 707-18, Approve Sole Source Purchase of SKWRF Membrane Replacement
Commissioner Hart moved to approve Resolution 707-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 708-18, Approve Purchase SKWRF Membrane Replacement & Upgrade
Commissioner Hart moved to approve Resolution 708-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 709-18, Award Minor Services Contract for SKWRF Blower Replacement Project
Commissioner Hart moved to approve Resolution 709-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 710-18, Award Bid for Purchase of 2018 Mini-Excavator/Mower & Trailer
Commissioner Hart moved to approve Resolution 710-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 711-18, Approve BHC Professional Services Agreement Well #16/17 Project
Commissioner Hart moved to approve Resolution 711-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 712-18, Accept Completion of the Well #22 Capital Improvement Project
Commissioner Hart moved to approve Resolution 712-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 713-18, Approve Revised General Manager Job Description
Tabled for Executive Session

ATTORNEY'S REPORT

No report

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Storage Building is on short hold due to weather and other projects
- CIP Centrifuge Replacement: preparing for startup and tying in all mechanical, electrical connections and housekeeping pads
- Fire Incident: Balfor has completed their work, staff continues on repairs agreed to and the blower is anticipated for delivery around May 1st

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 14: Well will be rehabilitated before the motor replacement
- Lidstrom Water Main Replacement: Contract engineer preparing plans and specs and we are competing with developers for engineers and contractors
- Well 16/17 Booster Pump Replacement: BHC Engineering Services Contract is on tonight's agenda
- Madrona Lift Station: Romtec Utilities is preparing a proposal for lift station replacement
- Prosperity Plat: Development has been purchased by Kitsap Housing Authority and we will be meeting with KHA to discuss open issues
- ProsPine Plat: Sewer and water main are installed and partially tested
- Blueberry Ridge: We will be providing plan comments after plan review fees have been paid
- Overlook Apartments and B&B Carwash: Work continues on both projects

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The build and migration of the mapping server and VUEworks server are complete, server memory and network cards were also upgraded
- We will be replacing our backup server next month
- The Barracuda backup service now allows for Hyper-V backups to run in the cloud
- VUEworks: Working on land annexation mapping, finished the mobile app for water and sewer, working on map printing configuration, met with Ben Hoffman regarding well assets, and starting talks about inventory and public works requirements
- Finishing support for the Port of Bremerton this week and possibly next

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- The 2018 revised IRS tax tables were implemented for February 2018 payroll
- Employees have been provided with information and online links to the IRS Tax Calculator and the new 2018 Form W-4
- We will have a representative from DRS onsite April 4th to give retirement and deferred compensation presentations

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- The date for the next Board Meeting will be discussed in Executive Session
- Prosperity Plat has been purchased by Kitsap Housing Authority – WSUD will be meeting with them to discuss open issues
- We will be meeting with the public and also sending out mailings to discuss water and sewer extension in the Bethel Corridor area
- Our Spring newsletter will be going out in our April billings
- Craig Baldwin is still looking at possible water and sewer extension on Phillips Road
- A 2019-2020 budget preparation schedule will be coming out in the near future

- We are looking at sewer boundaries and working on future annexation plans

COMMISSIONER REPORTS

- Commissioner Hart attended an Association Meeting and a Section II meeting

EXECUTIVE SESSION

The Board went into Executive Session with General Manager Wilson at 5:30 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 6:10 p.m.

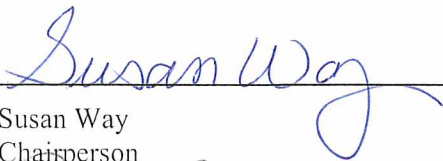
Resolution 713-18, Approve Revised General Manager Job Description

Commissioner Hart moved to approve Resolution 713-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

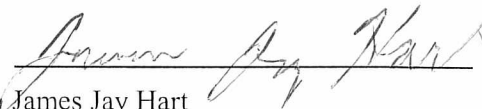
The Board agreed the next regular Board Meeting will be Tuesday, April 3rd at 5:30 p.m.

ADJOURN

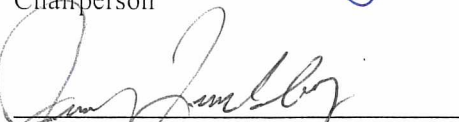
Commissioner Lundberg moved to adjourn the meeting at 6:12 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MARCH 12, 2018 WSUD BOARD MEETING**

MARCH 2018	91925	SEWER OPERATIONS	57,183.37
	91926	WATER OPERATIONS	51,206.29
	91927	INFORMATION TECHNOLOGY	12,352.27
	91928	SKWRF	<u>54,933.98</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>175,675.91</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26959 through #26994 issued 02/26/18 in the amount of \$60,080.32; and vouchers #26995 through #27019 issued 3/12/18 in the amount of \$36,445.09:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	21,206.47
Fund 91926 - Water Operating Fund	43,735.29
Fund 91927 - Information Technology Fund	29,711.15
Fund 91930 - Water Capital Improvement fund	1,872.50
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	96,525.41

SKWRF

SKWRF vouchers #14677 through #14705 issued 02/26/18 in the amount of \$58,471.35; and vouchers #14706 through #14722 Issued 3/12/18 in the amount of \$32,312.32:

Fund 91928 - SKWRF Operating Fund	80,350.56
Fund 91931 - SKWRF Capital Improvement Fund	10,433.11
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	90,783.67

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 187,309.08