

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, January 22, 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
Ken Bagwell, Attorney
Deena Carpenter, Customer Service

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

One member of the community was in attendance; there were no comments.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 8, 2018
2. Approval of Vouchers WSUD #26875 through #26918 in the amount of \$98,253.36
3. Approval of Vouchers SKWRF #14628 through #14645 in the amount of \$19,531.97
4. Approval of January 2018 Payroll in the amount of \$182,368.89

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

BOARD DISCUSSION/ACTION

EXECUTIVE SESSION

The Board went into Executive Session with Attorney Ken Bagwell and General Manager Wilson at 3:05 p.m. to discuss potential litigation pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 3:17 p.m.

Resolution 699-18 Change in Job Description

Tabled for Executive Session

Resolution 700-18, Developer Extension Agreement – Gallegos

Commissioner Hart moved to approve Resolution 700-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 701-18, Public Works Contract – Conifer Park Lift Station

Commissioner Hart moved to approve Resolution 701-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Marina Lift Station

General Manager Wilson reported a copy of the Engineering report prepared by BHC Consultants for the City's Marina Pump Station (MPS) was received. West Sound Utility District has complete its review and is submitting our support of BHC's recommendation with Alternative 3-Seawall Repair. The support for Alternative 3 is based on the fact that this alternative will include the replacement of the existing pumps and integration of control systems at the MPS which will have a significant beneficial impact to the operations at SKWRF.

Discussion: Sick Leave Usage

General Manager Wilson reported the District did not have any lost-time injuries in 2017. Also acknowledged that WSUD had six staff members who individually used less than 11 hours of sick leave and 3 employees who used less than 16 hours of sick leave for all of 2017.

Discussion: General Manager Selection Process

General Manager Wilson presented a tentative time line for the General Manager selection process to the Board.

ATTORNEY'S REPORT

Attorney Bagwell dismissed himself at the conclusion of the Executive Session.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The storage building is on short hold due to weather and other projects
- Centrifuge Replacement: preparing for installation, structural steel cross members have been installed. Remainder of equipment placement in Solids Handling Room will occur this week. Anticipate special inspections for equipment attachment to building will occur at the end of this week. Once this is completed the structural steel welder to be scheduled to complete installation of attachment points for the conveyor system.
- Fire Incident: Continuing work with McLarens addressing clean up and restoration, Belfor has completed smoke seal, insulation and sheetrock installation, scaffolding needs to be removed for final clean up, the replacement blower has been ordered, the blower delivery date has been moved up to the last week of March. SKWRF has begun the process of requesting proposals for installation of the new blower.
- Generator #1: Pacific Power Generation was onsite last week to set a temporary generator and pull the existing radiator for repair. Project cost \$23,000.

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well pump failed December 24th. Holt drilling installed the pump October 2016. They pulled the pump last Friday and discovered the thrust bearing failed so they are checking the warranty on the motor.

- Our contract Engineer is preparing the plans, scope and bid documents for the Lidstrom Water Main Replacement Project. We anticipate getting the project out to bid in February.
- Well 16/17 booster pump replacement project has BHC Engineers preparing a proposal for Engineering Service. It will be out to bid in the Spring with construction late summer after peak demand.
- Madrona Lift Station Rehabilitation Project: Working with Romtec Utilities of Portland to develop a replacement plan.
- The annual water main flushing is currently in the area of Baby Doll and Peru. Ian and Nick are doing a great job.
- ProsPine Plat: Sewer and water main are installed and ready for testing.
- Andasio Village contractor is working on final inspection punch list and conveyance documentation.
- The Blueberry Road improvements contractor is working on conveyance documents.
- We are waiting for updated Blueberry Ridge plans
- Overlook Apartments contractor is working on the fire line, work is slow due to weather.
- The Contractor for B&B carwash is installing sewer main. Work is slow due to weather.

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Desktop Support: migrating Windows 7 computers to Windows 10 and replacing hard drives during the process
- Server Support: Upgrade ESRI Mapping server to the new OS and latest software version and building an image server.
- Backups and Recovery: Going through a review of our current system and looking at upgrade options and performance.
- Cloud Based Services: Going through an assessment of our current services and determine if it makes sense to move to the cloud hosted services.
- SCADA: Working with contractor to resolve Well 22 alarm issues. Well 22 levels are being working on by L2 on adding level control for both high tanks. The web based alarm system Win911 continues to have trouble working the system. RH2 is working with Win911 directly to resolve the issue
- VUEWORKS: Starting the build of testing of the "Water Valve Exercise Program in Mobile". It will simplify workflow for the 1,400 water valves and assist Karen/Brent with Service Request.
- Port of Bremerton: Continuing the expansion of the broadband network and installing cameras.

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz was not in attendance.

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- Meeting with Jan Angel this week.

- Annual purge day is scheduled for Friday January 26th.
- Departmental Achievement reports are due on January 26th.
- Thursday January 25th community meeting for the Bethel Corridor group.
- Finance is in the process of closing out 2017.

COMMISSIONER REPORTS


- Commissioners Hart and Way reported they attended the SAC meeting.

EXECUTIVE SESSION – continued:


The Board returned to Executive Session with General Manager Wilson at 4:30 p.m. discuss personnel performance pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 4:42 p.m.

ADJOURN

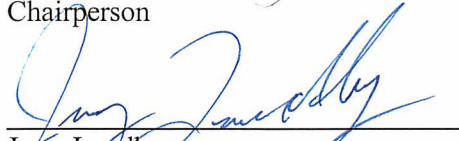
Commissioner Lundberg moved to adjourn the meeting at 4:43 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JANUARY 22, 2018 WSUD BOARD MEETING**

JANUARY	91925	SEWER OPERATIONS	61,028.19
	91926	WATER OPERATIONS	53,885.05
	91927	INFORMATION TECHNOLOGY	12,352.27
	91928	SKWRF	<u>55,103.38</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>182,368.89</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26875 through #26918 issued 01/22/18 in the amount of \$98,253.36:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	18,698.95
Fund 91926 - Water Operating Fund	66,610.14
Fund 91927 - Information Technology Fund	12,973.89
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	<u>(29.62)</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	98,253.36

SKWRF

SKWRF vouchers #14628 through #14645 issued 01/22/18 in the amount of \$19,531.97:

Fund 91928 - SKWRF Operating Fund	18,254.21
Fund 91931 - SKWRF Capital Improvement Fund	1,277.76
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	19,531.97

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>117,785.33</u></u>
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