

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, December 11, 2017 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, Assistant Finance 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

Two members of the community were in attendance. There were no comments

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of November 27, 2017
2. Approval of Vouchers WSUD #26780 through #26802 in the amount of \$16,249.04
3. Approval of Vouchers SKWRF #14557 through #14576 in the amount of \$32,907.69
4. Approval of December 2017 Payroll in the amount of \$171,772.76

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

EXECUTIVE SESSION

The Board went into executive session at 3:05 p.m. with General Manager Wilson and Legal Counsel Bagwell to discuss pending litigation pursuant to WAC 42.30.110 (1)(g). The Board went back into regular session at 3:25 p.m.

BOARD DISCUSSION/ACTION

Second Reading: Resolution 690-17, 2018 Water/Sewer Utility General Facility Charges
Tabled until next regular Board Meeting

Second Reading: Resolution 692-17, Amendment to the 2017-2018 Biennial Budget
Commissioner Hart moved to approve Resolution 692-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

First Reading: Resolution 691-17, Changes in Job Descriptions

Tabled until after Executive Session

First Reading: Resolution 693-17, 2018 Salary Schedule and Benefits

Tabled until after Executive Session

Resolution 694-17, WASWD Retrospective Rating Plan Agreement

Tabled until next regular Board Meeting

Resolution 695-17, SKWRF Replacement Blower Purchase

Commissioner Hart moved to approve Resolution 695-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 696-17, SKWRF Generator Radiator Re-Core Professional Service

Commissioner Hart moved to approve Resolution 696-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Bethel Corridor Water/Sewer Planning Meeting

General Manager Wilson updated the Board regarding the community meeting held December 4th. Approximately 40 property owners attended and it was a productive and informative meeting regarding their water and sewer service options.

ATTORNEY'S REPORT

No Report

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Storage Building is on short hold due to weather and other projects
- CIP Centrifuge Replacement: Work continues in preparation of installation, structural steel coating have been completed where possible, the structural steel shear plates and beam supports are scheduled for welding, and the surplus Flottweg centrifuge was sold
- SKWRF Fire: Work continues with McLarens Claims Services, approval has been given for Belfor to move forward with smoke seal, insulation and sheetrock work, the smoke seal coatings are complete, and approval has been requested for purchase of the replacement blower

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Sewer main spot repairs are scheduled for Lincoln and Karcher Rd
- Working with the District's hydrogeologist on options for Well 21 rehabilitation
- Annual water main flushing started last week
- We are waiting for easements for Prosperity Plat's water and sewer mains
- Work at ProsPine Plat has been slow due to the weather

- The contractor for Andasio Village is installing water meter setters
- The manholes for the Blueberry Road Improvements project need to be vacuum tested
- We are waiting for updated Blueberry Ridge plans for review and approval
- Sewer main has been installed for the Overlook Apartments
- The contractor for the B&B Carwash is installing sewer main – it is very slow going

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Laptop/Computer/Servers Maintenance: Application updates, AV updates and Windows updates have been done
- Working on end of year surplus equipment and the related documentation
- Project Clean Up: Working on cameras, radios and hardware installs
- VUEWORKS: VUEWORKS update installed, SKWRF repair/replacement workouts, and water/sewer service request process

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We have been notified that the Department of Enterprise Services has greatly enhanced the Work/Life resources that are available to our employees through the Employee Assistance Program. They have also added a lot of content to their website. These improvements come at no additional cost to the District.
- Confirmed Commissioner's schedules with regard to availability to sign accounts payable Blanket Voucher Approvals throughout the end of the year

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- The District's Holiday event is scheduled for Wednesday, December 13th
- It is expected that the IT services the District provides the Port of Bremerton will terminate no later than March 2018

COMMISSIONER REPORTS

- Commissioners Hart and Way attended a Section II meeting

EXECUTIVE SESSION

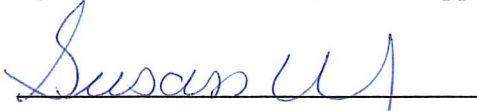
The Board went into Executive Session with General Manager Wilson at 4:38 p.m. to discuss personnel performance and salaries pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 5:57 p.m.

BOARD DISCUSSION/ACTION

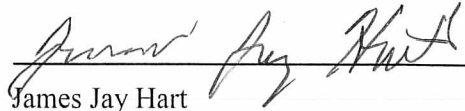
The Board of Commissioners discussed salaries and medical benefits for District staff. The Board concluded that another Board meeting should be scheduled on Thursday, December 14th at 5:15 p.m. to further discuss salaries and medical benefits.

ADJOURN

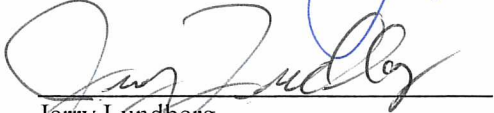
Commissioner Lundberg moved to adjourn the meeting at 5:58 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
DECEMBER 11, 2017 WSUD BOARD MEETING**

DECEMBER PAYROLL	91925	SEWER OPERATIONS	56,321.11
	91926	WATER OPERATIONS	49,955.99
	91927	INFORMATION TECHNOLOGY	11,972.36
	91928	SKWRF	<u>53,523.30</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>171,772.76</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26780 through #26802 issued 12/11/17 in the amount of \$16,249.04:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	7,982.92
Fund 91926 - Water Operating Fund	5,633.10
Fund 91927 - Information Technology Fund	2,338.29
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	<u>294.73</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	16,249.04

SKWRF

SKWRF vouchers #14557 through #14576 issued 12/11/17 in the amount of \$32,907.69:

Fund 91928 - SKWRF Operating Fund	27,081.70
Fund 91931 - SKWRF Capital Improvement Fund	5,825.99
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	32,907.69

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>49,156.73</u></u>
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