

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 19th, 2017 at 3:00 p.m.

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Chairperson: Susan Way  
Vice Chairperson: Jim Hart  
Commissioner: Jerry Lundberg

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Attending: Michael Wilson, General Manager  
Brent Winters, Operations Manager  
Randy Screws, SKWRF Plant Manager  
Michael Whitehead, IT Manager  
Deena Carpenter, Customer Service  
Ken Bagwell, District Attorney  
John Wright, Brian Tinner, Anastaisia Zunk, Deion Anderson, Summer Help

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 present. No comments were made.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of May 30th, 2017
2. Approval of Vouchers WSUD #26325 through #26368 in the amount of \$687,552.08
3. Approval of Vouchers SKWRF #14257 through #14279 in the amount of \$975,540.78
4. Approval of June 2017 Payroll in the amount of \$168,839.14

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

BOARD DISCUSSION/ACTION

Introduction of Summer/Temporary Help

Plant Manager Screws and Operation Manager Winters introduced the summer/temporary help John Wright, Brian Tinner, Anastaisia Zunk, and Deion Anderson.

Resolution 665-17, Developer Extension Agreement – McDonald’s Redevelopment

Commissioner Hart moved to approve Resolution 665-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 666-17, Appointment of Interim General Manager

Commissioner Lundberg moved to table until after Executive Session.

Resolution 667-17, Confirming Appointment of William Olin

Commissioner Hart moved to approve Resolution 665-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 668-17, Confirming Appointment Mike Ridgeway

Commissioner Lundberg moved to table until after Executive Session.

Resolution 669-17, Promotion of Justin Smith

Commissioner Lundberg moved to table until after Executive Session.

Discussion: Bethel Corridor Water/Sewer Utility Extension Plans

General Manager Wilson reported that the meeting with the City of Port Orchard was very positive and Environmental Health is willing to work very closely with us. He presented maps and spread sheets of property owners showing multiple water services, failing septic systems and much commercial interest. He will be investigating if there are any grant monies available.

ATTORNEY'S REPORT

Attorney Bagwell will report in Executive Session

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Storage Building is awaiting revised drawings for project. This is to reduce the cost and expedite building completion.
- Karcher Creek work will be completed between July 1 and August 31. WDFW will be out this Wednesday to deliver screen and review the project.
- The Laboratory Corrective Action Plan has been completed and forwarded to Ecology.
- Mead and Hunt Engineering continue working on plans for the project. Final submittals and approvals are in process for the equipment.
- Maintenance: staff working on tank inspections and repairs, two of three primaries are completed, the third is currently being addressed. The work on this project will occur through the next 3 months. SKWRF is scheduled to have the south digester cleaned next week by Olsen Brothers Pro-VAC.

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1/5 Reservoir Project had aerator and booster pumps installed, connection to the discharge pipe, electrician is wiring all equipment, new PCL code is being written. When the disinfecting of the tank and plumbing is complete we can start testing. Project completed in 2-3 weeks.
- Well 22: Interior and exterior discharge piping has been installed, floor is poured and block walls are being built. After building is water tight installation of interior components will begin. Meeting onsite Wednesday with Contractor and PSE Engineer for transformer recommendation. Approximately 3 weeks until completion.

- Prosperity Plat's engineer is preparing new plans for construction of storm water retention pond. We will review plans and inspect the abandonment of the services to those lots.
- Andasio Village: Bowen construction; working for Eagle Homes; will begin the sewer installation and same developer has purchased the Blueberry Ridge project.
- We have been very busy providing Utility information to developers and realtors.

#### IT MANAGER'S REPORT

IT Manager Whitehead was not in attendance.

#### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz was not in attendance.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Three Annexations were sent to the Boundary Review Board
- Received L & I refund from the Retro Pool

#### COMMISSIONER REPORTS

Commissioner Way reported she attended the SAC meeting and Section II meeting.

Commissioner Hart reported he attended the SAC meeting, Section II meeting and the Association meeting.

Commissioner Lundberg reported he attended the SAC meeting.

#### EXECUTIVE SESSION

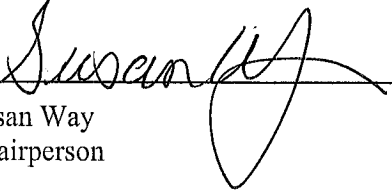
The Board of Commissioners went into Executive Session at 4:10 p.m. with General Manager Wilson, Attorney Bagwell, Operation Manager Winters and SKWRF Manager Screws to discuss employee performance and pending litigation. The Board came out of Executive Session at 5:05 p.m.

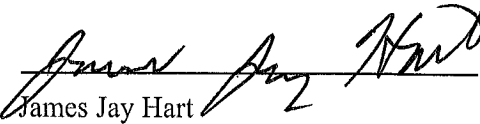
- Commissioner Hart moved and Commissioner Lundberg seconded the motion to approve Resolution 666-17; motion passed 3-0.
- Commissioner Hart moved and Commissioner Lundberg seconded the motion to approve Resolution 668-17; motion passed 3-0.
- Commissioner Hart moved and Commissioner Lundberg seconded the motion to approve Resolution 669-17; motion passed 3-0.

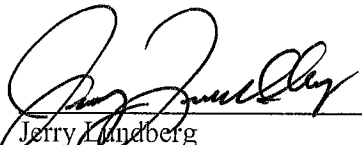
The Board returned to Executive session at 5:08 p.m. to discuss employee performance. The Board returned to regular session at 5:37 p.m. with no action taken.

ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 5:37 p.m., motion approved 3-0.

  
Susan Way  
Chairperson

  
James Jay Hart  
Vice-Chairperson

  
Jerry Lundberg  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JUNE 19, 2017 WSUD BOARD MEETING**

<b>JUNE PAYROLL</b>	91925	<b>SEWER OPERATIONS</b>	<b>54,922.72</b>
	91926	<b>WATER OPERATIONS</b>	<b>48,755.57</b>
	91927	<b>INFORMATION TECHNOLOGY</b>	<b>11,700.77</b>
	91928	<b>SKWRF</b>	<b>53,460.08</b>
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	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>168,839.14</b>
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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #26325 through #26368 issued 6/19/17 in the amount of \$687,552.08:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	297,252.42
Fund 91926 - Water Operating Fund	214,922.92
Fund 91927 - Information Technology Fund	5,641.14
Fund 91930 - Water Capital Improvement fund	169,735.60
Fund 91933 - Sewer Capital Improvement Fund	0.00
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<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>687,552.08</b>

**SKWRF**

SKWRF vouchers #14257 through #14279 issued 6/19/17 in the amount of \$975,540.78:

Fund 91928 - SKWRF Operating Fund	975,540.78
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	0.00
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<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>975,540.78</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>1,663,092.86</b>
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