

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, May 8, 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
Linnie Griffin, Belfair Water District #1 Commissioner

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of April 10, 2017
2. Approval of Vouchers WSUD #26176 through #26256 in the amount of \$471,778.04
3. Approval of Vouchers SKWRF #14167 through #14218 in the amount of \$76,819.94
4. Approval of May 2017 Payroll in the amount of \$178,153.76

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

BOARD DISCUSSION/ACTION

Discussion: Growth Management Hearing Board

District Attorney Bagwell updated the Board regarding the status of West Sound Utility District's appeal of Kitsap County's recently revised Comp Plan. Our appeal was taken to the Growth Management Hearing Board on April 20th. Their decision is expected to be made by June 5th.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 3:20 p.m. with General Manager Wilson, Operations Manager Winters, SKWRF Manager Screws, IT Manager Whitehead, and Asst. Finance Manager Fantz to discuss pending litigation. The Board came out of Executive

Session at 3:30 p.m. and returned to Executive Session with General Manager Wilson to discuss personnel performance. The Board returned to regular session at 3:40 p.m.

Resolution 656-17, Settlement Agreement

Commissioner Hart moved to approve Resolution 656-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 657-17, Prosperity Place/Horstman Road Annexation

Commissioner Hart moved to approve Resolution 657-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 658-17, Creek View Court Annexation

Commissioner Hart moved to approve Resolution 658-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 659-17, Peru Avenue Property Annexation

Commissioner Hart moved to approve Resolution 659-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 660-17, Modifications to Job Descriptions

No action was taken on Resolution 660-17. Following discussion Commissioner Lundberg made a motion to suspend the CDL requirement for the Utility Specialist 1 position effective May 8th through December 31, 2017. The motion was seconded by Commissioner Hart, motion approved 3-0.

Discussion: Bethel Corridor Water/Sewer Utility Extension Plans

This discussion was postponed for a future meeting.

ATTORNEY'S REPORT

Attorney Bagwell's report was given in Executive Session.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- No bids were received for the Storage Building Project; alternative construction methods are being considered
- Washington Department of Fish and Wildlife has issued a permit for work on Karcher Creek
- Centrifuge Replacement: Engineers are completing a structural review for load distribution; equipment will likely be delivered in September; a plan is being developed for the removal of the Flottweg centrifuge

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 22 Project: Conducted an onsite community meeting 4/27/17; building site is graded and we have hot tapped the water main on Lund; receiving and approving

submittals; and meeting with PSE to discuss using the existing primary wire and transformer

- Well 1/5 Reservoir Project: The tank is primed and ready for the final coat; vaults and discharge pipe have been installed; during vault excavation a dangerous wiring problem was detected and repaired; the aerator and booster pump station should be delivered soon
- A new sewer SCADA system is being created
- Prosperity Plat/ProsPine projects are on holding pending resolution of stormwater issues

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- August 21st and August 22nd we will be hosting a VueWorks summit
- Software upgrades are being installed
- Building a new sewer SCADA network – moving away from cellular service
- We are changing antennas on the water communications system

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The 2017 Summer Help position posting closed May 5th – twelve completed applications were received
- The job postings for Utility Specialist Trainee and Sewer Treatment Plant Operator Trainee will close on June 5th

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

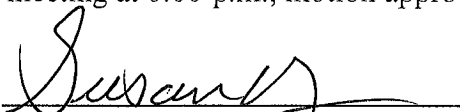
- Our Spring newsletter is complete and will be distributed with our utility billings
- Both the District and SKWRF annual reports should be completed this week and submitted to the State Auditor's Office

COMMISSIONER REPORTS

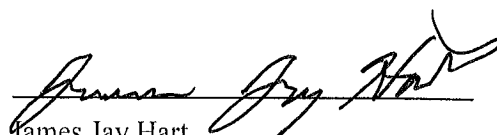
- Commissioner Hart attended the WASWD conference
- Commissioner Way will be on vacation June 5th, following discussion it was agreed the next regular Board meeting will be May 30th.

ADJOURN

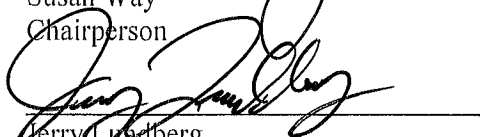
Commissioner Hart moved and Commissioner Lundberg seconded the motion to adjourn the meeting at 6:00 p.m., motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MAY 8, 2017 WSUD BOARD MEETING**

MAY PAYROLL	91925	SEWER OPERATIONS	59,491.75
	91926	WATER OPERATIONS	53,303.11
	91927	INFORMATION TECHNOLOGY	11,774.27
	91928	SKWRF	<u>53,584.63</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>178,153.76</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26176 through #26221 issued 4/24/17 in the amount of \$235,509.14; and vouchers #26222 through 26256 Issued 5/8/17 in the amount of \$236,268.90:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	38,701.63
Fund 91926 - Water Operating Fund	45,085.74
Fund 91927 - Information Technology Fund	7,242.62
Fund 91930 - Water Capital Improvement fund	380,748.05
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	471,778.04

SKWRF

SKWRF vouchers #14167 through #14194 issued 4/24/17 in the amount of \$ 58,903.07; and vouchers #14195 through #14218 Issued 5/8/17 in the amount of \$17,916.87:

Fund 91928 - SKWRF Operating Fund	70,198.10
Fund 91931 - SKWRF Capital Improvement Fund	6,621.84
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	76,819.94

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 548,597.98