

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 8, 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, Assistant Finance Manager

The meeting was called to order by Commissioner Way at 3:03 p.m.

OATH OF OFFICE

Commissioner Lundberg was sworn in by Commissioner Way.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

CONSENT AGENDA

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 690-17, 2018 Water/Sewer Utility General Facility Charges

Commissioner Hart moved to approve Resolution 690-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

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

Tabled for Executive Session

Resolution 694-17, WASWD Retrospective Rating Plan Agreement

Commissioner Hart moved to approve Resolution 694-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 697-18, Employment Agreements

Tabled for Executive Session

Resolution 698-18, Confirming Staff Increases

Tabled for Executive Session

Discussion: PERS 1 Excess Compensation Payment

RCW 41.50.152 requires public notice be given when Excess Compensation Benefits are invoiced by the Department of Retirement Systems. DRS has invoiced the District \$71,683.32 for leave payoffs to Michael Wilson at his retirement. The Board acknowledged the invoice and it is duly noted.

Discussion: Proposed GMA Legislation

General Manager Wilson discussed proposed GMA Legislation with the Board. Commissioner Hart made a motion for the Board to send a letter to Senator Jan Angel encouraging her support for collaborative and sound urban growth planning and management. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT

Not in attendance

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, steel coatings completed where possible, welding for structural steel shear plates and beam supports is complete, screw press bolt alignment scheduled for this week, a structural steel welder will 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 is anticipated by the first week in May
- Generator #1: Pacific Power Generation will be onsite next week to set a temporary generator and pull the existing radiator for repair
- Justin Smith will be attending an Operator certification preparation class at the end of the month

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- The sewer main relining project went extremely well
- Preliminary design for the Lidstrom water main replacement is complete and is being submitted to our Engineer, we hope to have the project out to bid in February
- Annual water main flushing is progressing well, very few customer complaints
- Prospine Plat sewer and water mains are installed and ready for testing

- The contractor for Andasio Village is working on the final punch list, this project is almost ready for conveyance
- The Blueberry Road improvements project is almost ready for conveyance
- We are waiting for updated Blueberry Ridge plans
- Water main construction for the Overlook Apartments should begin this week
- The Contractor for B&B carwash is installing sewer main

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: made changes to the server operating system to make them smaller and more secure
- Vueworks: completed the repair/replace/relocate process for SKWRF, created a new submittal for SKWRF work order requests, repaired mobile software, completed Utility Service Requests – making this a paperless process, and continued with data consistency work
- Port of Bremerton: Started expansion of the broadband network and installing cameras

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Working on completion of January payroll with all the related salary and benefit changes
- As soon as Kitsap County provides the 2017 W-2 files they will be reconciled with quarterly 941 reporting and the W-2's can be processed
- We are currently waiting for PEBB to provide the 2017 enrollment data files for use in the 2017 ACA reporting requirements

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- We are still working with the City of Port Orchard on a Franchise Agreement
- There is community interest in plans for Bethel Corridor, a community meeting will be scheduled a few weeks out
- A private developer has purchased property on Phillips Road and has advised us of their plans to extend water and sewer service
- The Administrative Manual is being updated
- We will have our annual clean up and records purge day on January 26th

COMMISSIONER REPORTS

- Commissioner Lundberg questioned the types of information available on the District website and how the public can access data
- Commissioner Hart requested updated public disclosure training be scheduled

EXECUTIVE SESSION

The Board went into Executive Session with General Manager Wilson at 4:45 p.m. to discuss personnel performance and salaries pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 5:15 p.m.

Discussion occurred on Resolution 691-17, Change in Job Descriptions

EXECUTIVE SESSION – continued:

The Board returned to Executive Session with General Manager Wilson at 5:17 p.m. to further discuss personnel performance and salaries pursuant to WAC 42.30.110 (1)(i). The Board returned to regular session at 5:33 p.m.

Resolution 691-17, Change in Job Descriptions

Commissioner Hart moved to approve Resolution 691-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 697-18, Employment Agreements

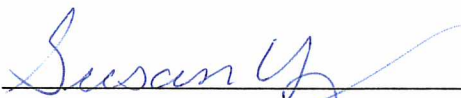
Commissioner Hart moved to approve Resolution 697-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 698-18, Confirming Staff Increases

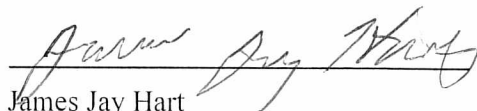
Commissioner Hart moved to approve Resolution 698-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

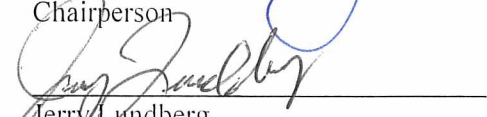
Commissioner Lundberg moved to adjourn the meeting at 5:35 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JANUARY 8, 2018 WSUD BOARD MEETING**

JANUARY	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>0.00</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26803 through #26841 issued 12/22/17 in the amount of \$63,363.61; and vouchers #26842 through #26864 issued 12/28/17 in the amount of \$38,023.92; and vouchers #26865 through #26874 issued 1/8/18 in the amount of \$66,618.32:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	84,687.10
Fund 91926 - Water Operating Fund	64,171.81
Fund 91927 - Information Technology Fund	7,670.40
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	<u>11,476.54</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	168,005.85

SKWRF

SKWRF vouchers #14577 through #14602 issued 12/22/17 in the amount of \$32,577.99; and vouchers #14603 through #14611 issued 12/28/17 in the amount of \$26,815.75; and vouchers #14612 through #14627 issued 1/8/18 in the amount of \$35,584.73:

Fund 91928 - SKWRF Operating Fund	77,978.32
Fund 91931 - SKWRF Capital Improvement Fund	17,000.15
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	94,978.47

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>262,984.32</u></u>
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