

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held in Office Building  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday, January 10, 2017 5:30 p.m.

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

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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 5:30 p.m.

APPOINTMENT OF OFFICERS

Appointment of Officers: Commissioner Susan Way, Chairperson; Commissioner Jim Hart, Vice Chairperson; and Jerry Lundberg, Secretary

Commissioner Lundberg moved to accept these appointments for a two year period (2017 – 2018). The motion was seconded by Commissioner Hart; motion approved 3-0.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

A member of the public was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of December 19, 2016 and Study Session of January 9, 2017
2. Approval of Vouchers WSUD #25888 through #25959 in the amount of \$156,562.99
3. Approval of Vouchers SKWRF #14002 through #14031 in the amount of \$51,467.68
4. Approval of January 2017 Payroll in the amount of \$176,482.55

BOARD DISCUSSION/ACTION ITEMS

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

BOARD DISCUSSION/ACTION

Final Reading: Resolution 633-16, Water & Sewer Rates, Charges and Policies & Procedures

Commissioner Hart moved to approve Resolution 633-16. The motion was seconded by Commissioner Lundberg; motion approved 2-1, with Commissioner Lundberg voting no.

Resolution 637-17, Approving Change to Job Descriptions

Commissioner Hart moved to approve Resolution 637-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 638-17, Confirming Appointment of Justin Smith, Plant Operator Trainee

Commissioner Hart moved to approve Resolution 638-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 639-17, Authorizing Salary Step Increases

Tabled for Executive Session

Discussion: City of Port Orchard – New Well Locations

Operations Manager Winters briefed the Board on the City of Port Orchard's plan to drill two new wells. The District will be carefully evaluating the impact these wells could have on our water production capabilities.

ATTORNEY'S REPORT

Not Attending

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- RFP's will go out for the completion of the Storage Building in 2017
- We are waiting for the final contract documentation for the HVAC project
- We are still working on the Hydraulic Permit Application for Karcher Creek
- We have not received a report from the Department of Ecology regarding their October audit of the laboratory
- Centrifuge Replacement CIP – FKC in onsite this week demonstrating the equipment

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1/5 Reservoir Project and Well 22: We have received 33 submittals from TBailey for the reservoir project; we have received e-mail approval from DOH to follow the lead, copper and arsenic testing plan we submitted; BHC is working on changes to the Well 22 plans and specs
- Well 18's rehabilitation is complete and the well is back in service
- PSE inspected and approved the lighting installation and we should receive our grant funds soon
- The crew is conducting annual water main flushing – project is being delayed by freezing weather
- St. Vincent DePaul's contractor installed the sewer connection
- REALM has completed the manhole at Williams and is still working on the Arnold manhole

- Prosperity Plat – Contractor still needs to complete punch list and the developer needs to provide an easement across the Jerles property
- Rhomjack’s contractor is repairing the water main leak, a retest will be done when it is completed

### IT MANAGER’S REPORT

IT Manager Whitehead reported:

- We have increased our Wave internet access speeds from 20/20 mb to 40/40 mb
- In 2017 IT Services and Vueworks Round Table sessions will resume
- Will be attending a Tech Net meeting this week
- Two additional laptops have been ordered and eight water/sewer operations crew members will now have laptops for field work - depending on each employee’s job functions
- The Shortel Phone system will be upgraded as an afterhours project
- Our GIS Specialist, Jacob Holcombe, is working on GPS locations for water meters, cleaning up address/name convention inconsistencies and linking the meters and addresses through the database

### ASSISTANT FINANCE MANAGER’S REPORT

Assistant Finance Manager Fantz reported:

- The State Audit continues and Finance is busy responding to requests for information
- Working on completion of January payroll with all the related salary and benefit changes
- As soon as Kitsap County provides the 2016 W-2 files they will be reconciled with quarterly 941 reporting and we can give the County approval to go ahead and print the W-2’s
- We are currently waiting for PEBB to provide the 2016 enrollment data file for use in the 2016 ACA reporting

### GENERAL MANAGER’S REPORT

General Manager Wilson reported:

- The State Auditor’s Entrance Conference was conducted on January 9<sup>th</sup>
- There are several employee performance evaluations that will be conducted in January
- We hope to provide year end Budget Status reports by the first meeting in February
- The District’s annual clean up and purge day is scheduled for January 27<sup>th</sup>

### COMMISSIONER REPORTS

None

### EXECUTIVE SESSION

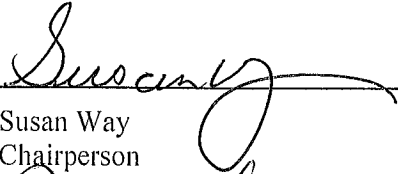
The Board of Commissioners went into Executive Session at 6:50 p.m. with General Manager Wilson, Operations Manager Winters and Plant Manager Screws to discuss employee performance. The Board returned to regular session at 7:22 p.m.

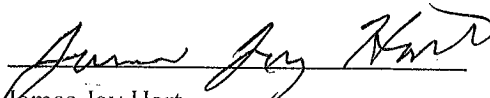
Resolution 639-17, Authorizing Salary Step Increases

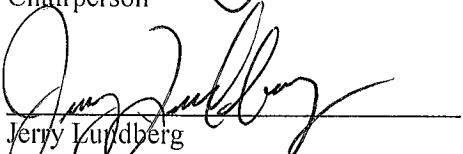
Commissioner Lundberg moved to approve Resolution 639-17. The motion was seconded by Commissioner Hart; motion approved 3-0.

ADJOURN

Commissioner Lundberg moved and Commissioner Hart seconded the motion to adjourn the meeting at 7:23 p.m., motion approved 3-0.

  
Susan Way  
Chairperson

  
James Jay Hart  
Vice-Chairperson

  
Jerry Lundberg  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JANUARY 10, 2017 WSUD BOARD MEETING**

JANUARY PAYROLL	91925 91926 91927	SEWER OPERATIONS WATER OPERATIONS INFORMATION TECHNOLOGY	61,103.89 53,636.56 12,677.81
	91928	SKWRF	49,064.29
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>176,482.55</b>

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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #25888 through #25934 issued 12/30/16 in the amount of \$105,921.01; and vouchers #25935 through #25959 issued 1/17/17 in the amount of \$50,641.98:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	18,058.58
Fund 91926 - Water Operating Fund	52,622.41
Fund 91927 - Information Technology Fund	31,185.32
Fund 91930 - Water Capital Improvement fund	39,043.88
Fund 91933 - Sewer Capital Improvement Fund	15,652.80
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>156,562.99</b>

**SKWRF**

SKWRF vouchers #14002 through #14018 issued 12/30/16 in the amount of \$25,234.95; and vouchers #14019 through #14031 issued 1/17/17 in the amount of \$26,232.73:

Fund 91928 - SKWRF Operating Fund	50,527.55
Fund 91931 - SKWRF Capital Improvement Fund	940.13
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>51,467.68</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>208,030.67</b>
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