

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, February 12, 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, HR/Payroll Manager

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

One District customer was present with concerns regarding the water and sewer billings for her Accessory Dwelling Unit. Commission Linnie Griffin from Belfair Water District also attended.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 22, 2018
2. Approval of Vouchers WSUD #26919 through #26958 in the amount of \$26,885.81
3. Approval of Vouchers SKWRF #14646 through #14676 in the amount of \$54,222.51
4. Approval of February 2018 Payroll in the amount of \$178,917.95

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

BOARD DISCUSSION/ACTION

Resolution 699-18, Change in Job Description

Commissioner Hart moved to approve Resolution 699-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 702-18, Step Increase for Justin Smith

Tabled for Executive Session

First Reading: Resolution 703-18, 2018 Cross Connection Regulations and Procedures

General Manager Wilson discussed the proposed changes with the Board.

First Reading: Resolution 704-18, 2018 District's Developer Extension Manual

General Manager Wilson gave the Board an overview of the proposed changes to the manual and Operations Manager Winters went through the changes in detail.

Discussion: General Manager's Job Description

Tabled for Executive Session

Presentation: 2017 Achievements Report

General Manager Wilson provided the Commissioners with the 2017 Achievements Report. Each Manager reviewed the portion for their department and pointed out the most outstanding accomplishments.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Storage Building: on short hold due to weather and other projects
- CIP Centrifuge Replacement: preparing for installation, structural welding completed, conveyor has been mounted, tying in mechanical and electrical connections to the screw press, and special inspections should be completed this week
- SKWRF Fire Incident: working with McLarens Claims Services, Belfor is completing lower room coatings and sound attenuation insulation boards, the blower should be delivered around the first of May
- Generator #1: Repairs have been completed and the project cost was approximately \$23,000.00

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Holt Drilling is working to obtain warranty coverage for Well 14's failed pump motor
- Lidstrom Water Main Replacement Project should go out to bid this month
- Well 16/17 Booster Pump Replacement Project should go out to bid in spring, with construction late summer
- Working to develop a replacement plan for the Madrona Lift Station
- Prospine Plat's sewer and water main are installed and ready for testing
- The contractors for Andasio Village and Blueberry Road are working on conveyance documentation
- Blueberry Ridge plans are received and we will provide comments after the plan review fees are paid
- The contractor for Overlook Apartments is working on the fire line
- The contractor for B&B Carwash is installing water and sewer main

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Desktop Support: meter reading, replaced workstation hardware and Windows 10, upgraded the Sensus application
- Server Support: upgraded ESRI mapping server and upgraded XC2 cross connection software
- Control Systems: Well 22 alarms and level control issues are resolved and working; Win911 continues to have trouble working with the system – RH2 is working to resolve the issue
- We are looking at the future of Springbrook with Accela and making preparation to move Springbrook online
- After reviewing Office 365 we have a better understanding possible benefits by moving services to the cloud
- Continuing work on the Port of Bremerton’s wireless network expansion and new network

HR/PAYROLL MANAGER’S REPORT

HR/Payroll Manager Fantz reported:

- 2017 W-2 Forms were reconciled and delivered in a timely manner
- 2017 Forms 1095-B will be prepared and distributed by month end
- Kitsap County will implement the new 2018 tax tables for February payroll
- Will be attending an L&I training on the new 2018 sick leave laws in March

GENERAL MANAGER’S REPORT:

General Manager Wilson reported:

- Will be on vacation the week of February 19 through February 23
- Is planning to start the 2019-2020 budget preparation schedule early this year
- A Bethel Corridor Community meeting with approximately 15 citizens attending was earlier this month and another larger meeting will be scheduled later
- The District newsletter should go out in April and will be coordinated with the District’s water quality report
- Met with Senator Jan Angel a couple weeks ago
- Working with District Attorney regarding the franchise agreement with the City of Port Orchard and a settlement agreement with Kitsap County

COMMISSIONER REPORTS

- Commissioner Hart attended a Section II meeting
- Commissioner Lundberg met with Port Orchard’s mayor to discuss the franchise agreement

EXECUTIVE SESSION

The Board went into Executive Session with General Manager Wilson and Treatment Plant Manager Screws at 5:55 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 6:05 p.m.

Resolution 702-18, Step Increase Justin Smith

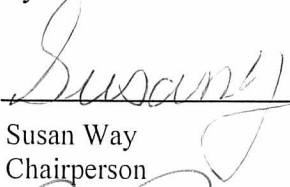
Commissioner Hart moved to approve Resolution 702-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

EXECUTIVE SESSION – continued:


The Board returned to Executive Session with General Manager Wilson at 6:06 p.m. to further discuss personnel performance pursuant to WAC 42.30.110 (1)(g). General Manager Wilson left Executive Session at 6:15 p.m. The Board returned to regular session at 6:50 p.m.

ADJOURN

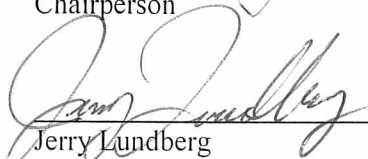
Commissioner Lundberg moved to adjourn the meeting at 6:50 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
FEBRUARY 12, 2018 WSUD BOARD MEETING**

FEBRUARY 2018	91925	SEWER OPERATIONS	58,462.40
	91926	WATER OPERATIONS	51,982.79
	91927	INFORMATION TECHNOLOGY	12,352.27
	91928	SKWRF	<u>56,120.49</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>178,917.95</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26919 through #26958 issued 02/12/18 in the amount of \$26,885.81:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	10,289.96
Fund 91926 - Water Operating Fund	11,300.05
Fund 91927 - Information Technology Fund	5,295.80
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	26,885.81

SKWRF

SKWRF vouchers #14646 through #14676 issued 02/12/18 in the amount of \$54,555.51:

Fund 91928 - SKWRF Operating Fund	40,350.97
Fund 91931 - SKWRF Capital Improvement Fund	13,871.54
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	54,222.51

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>81,108.32</u></u>
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