

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 21, 2017 at 3:00 p.m.

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Chairperson: Susan Way  
Vice Chairperson: Jim Hart  
Commissioner: Jerry Lundberg, Not in Attendance

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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  
Kenneth Bagwell, District Attorney

The meeting was called to order by Commissioner Way at 3:10 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 10, 2017
2. Approval of Vouchers WSUD #25960 through #26068 in the amount of \$356,554.20
3. Approval of Vouchers SKWRF #14032 through #14094 in the amount of \$220,389.54
4. Approval of February 2017 Payroll in the amount of \$175,354.34

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 2-0.

BOARD DISCUSSION/ACTION

Introduction: New Employee Justin Smith

Plant Manager Screws introduced Justin Smith to the Board. Justin started February 1<sup>st</sup> as a Treatment Plant Operator Trainee.

Resolution 640-17, Adopt New Purchasing Policies

Commissioner Hart moved to approve Resolution 640-17. The motion was seconded by Commissioner Way; motion approved 2-0.

Resolution 641-17, Addendum to BHC Engineering Services Agreement

Commissioner Hart moved to approve Resolution 641-17. The motion was seconded by Commissioner Way; motion approved 2-0.

### Sick Leave Usage Report

General Manager Wilson reported that sick leave use is down from previous years and there were no time-loss related injuries in 2016.

### 2016 Achievements Report

Tabled until March 6, 2017 Board Meeting.

### ATTORNEY'S REPORT

Will report in Executive Session.

### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- RFP's will go out for completion of the Storage Building this week
- The HVAC project started last week and is continuing this week
- Annual Biosolids reports went out to all required regulatory agencies
- Acute and Chronic Toxicity Testing reports went out to all required regulatory agencies
- Work continues on the Karcher Creek Hydraulic Permit Application
- We have not received a report from Department of Ecology for the laboratory audit
- CIP Centrifuge Replacement: FKC completed their onsite demonstration, we are hoping to provide information to Department of Ecology next week for their approval of the project

### OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Operations crew did an outstanding job following the recent snow and wind storms
- Well 1 Reservoir Project is progressing
- Well 2 Project is out to bid, it closes February 28<sup>th</sup> at 11:00 a.m.
- Annual water main flushing continues – it was delayed due to the recent severe weather
- The contractor for Prosperity Plat needs to complete the punch-list and provide an easement across the Jerles property
- The pressure sewer main still needs to be installed for the Rhomjack Extension
- KPN Communities LLC is building new homes in Silverview Phase II

### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- A new network rack was installed in the server room
- There has been a new VPN configuration for remote access to control systems
- Met with SKWRF to finalize the build phase of VUEworks and enter the development phase
- Worked to finish the switch configuration for the SKWRF Wi-Fi deployment
- GIS Specialist Holcombe will be attending the King County GIS Training in April
- We have successfully completed PCI Compliance and the State Auditors were provided with Certificate of Validation from Nationwide Payments

- Anticipated 2017 Projects: finalize exchange server upgrade, XC2 Client/Server configuration change, SCADA upgrade, and firewall upgrades

#### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- 2016 W-2's were reconciled and distributed in a timely manner
- 2016 Forms 1095-B were prepared and distributed
- WASWD was provided with updated District information for publication in their directory
- The State Auditor's exit conference is scheduled for March 2<sup>nd</sup> at 11:00 a.m.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- The State Auditors were good to work with
- Prosperity Plat will have to annex into the District
- Silverview Estates Phase II connections are picking up
- Need to catch up on employee evaluations
- Work continues on the appeal of Kitsap County's UGA changes

#### COMMISSIONER REPORTS

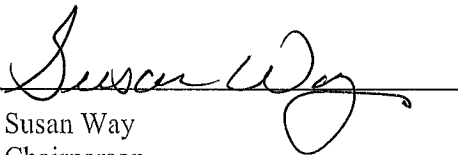
- Commissioner Hart reported on his work with WASWD and he attended a Section II meeting

#### EXECUTIVE SESSION

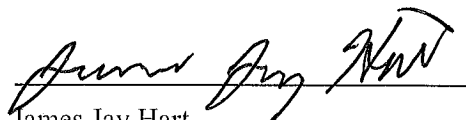
The Board of Commissioners went into Executive Session at 4:20 p.m. with General Manager Wilson and Legal Counsel Bagwell to discuss pending litigation. The Board returned to regular session at 4:33 p.m.

#### ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:33 p.m., motion approved 2-0.



Susan Way  
Chairperson



James Jay Hart  
Vice-Chairperson

Not in Attendance  
Jerry Lundberg  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
FEBRUARY 21, 2017 WSUD BOARD MEETING**

FEBRUARY PAYROLL	91925	SEWER OPERATIONS	57,452.22
	91926	WATER OPERATIONS	51,279.74
	91927	INFORMATION TECHNOLOGY	11,700.77
	91928	SKWRF	54,921.61
<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>			<b>175,354.34</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #25960 through #25983 issued 1/23/17 in the amount of \$26,243.75; and vouchers #25984 through #26010 issued 2/6/17 in the amount of \$27,739.38; and vouchers #26011 through #26043 issued 2/21/17 in the amount of \$148,427.39; and vouchers #26044 through #26068 issued 2/27/17 in the amount of \$154,143.68:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	32,128.33
Fund 91926 - Water Operating Fund	76,798.91
Fund 91927 - Information Technology Fund	35,965.60
Fund 91930 - Water Capital Improvement fund	75,220.79
Fund 91933 - Sewer Capital Improvement Fund	136,440.57
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>356,554.20</b>

**SKWRF**

SKWRF vouchers #14032 through #14033 issued 1/23/17 in the amount of \$6,418.32; and vouchers #14034 through #14062 issued 2/6/17 in the amount of \$72,161.38; and vouchers #14063 through #14094 issued 2/27/17 in the amount of \$141,809.84:

Fund 91928 - SKWRF Operating Fund	89,665.68
Fund 91931 - SKWRF Capital Improvement Fund	82,492.39
Fund 91932 - SKWRF ER&R	48,231.47
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>220,389.54</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>576,943.74</b>
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