

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, March 6, 2017 at 3:00 p.m.

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

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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 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of February 21, 2017
2. Approval of Vouchers WSUD #26069 through #26103 in the amount of \$79,650.81
3. Approval of Vouchers SKWRF #14095 through #14114 in the amount of \$50,209.99

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 642-17, Approval of Professional Services Agreement with Mead & Hunt

Commissioner Hart moved to approve Resolution 642-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 643-17, Approve Bid Award for Well #22 Pump House Project

Commissioner Hart moved to approve Resolution 643-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 644-17, Approve Salary Step Increase for Nicolas Morris

Tabled for Executive Session

Resolution 645-17, Approve Sole Source Procurement – SKWRF Screw Press

Commissioner Hart moved to approve Resolution 645-17. Commissioner Lundberg questioned the legality of a sole source purchase and was reassured by the General Manager that it was allowed in this situation. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 646-17, Approve Bid Award for 2017 Dodge One-Ton Truck

Commissioner Hart moved to approve Resolution 646-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

2016 District Achievements Report

General Manager Wilson provided the Commissioners with the 2016 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:

- Bids for the Storage Building will be opened March 28<sup>th</sup>
- The HVAC Project is complete
- The Karcher Creek Hydraulic Permit application will be forwarded this week to WDFW
- Repairs have been made to extend the life of MBR cassettes until scheduled 2017 replacement
- Centrifuge Replacement: FKC and SKWRF continuing discussion and a PSA with Mead & Hunt will be executed for structural review and as-built drawings for the solids handling building

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1 / 5 Reservoir Project: the concrete ring wall for the tank has been poured, assembly of the tank panels will begin March 13<sup>th</sup> and the aerator and booster pump station have been ordered
- Rognlin's, Inc. was the only bidder on the Well 22 Pump House Project. The General Manager and Operation's Manager have recommended the Board award this bid to Rognlin's.
- Annual water main flushing continues – we are behind schedule due to poor weather
- The contractor for Prosperity Plat needs to finish the punch-list, receive plat approval, and convey it to the District

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The Microsoft Exchange upgrade continues
- Work continues with the SKWRF Wi-Fi Project

- We have moved from a Kaspersky anti-virus product to ESET
- Starting work to create a new network configuration design
- Created a test environment for VUEworks and ESRI
- District maps are being updated

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Customer Services implemented rate changes effective March 1<sup>st</sup>; - they have received a few customer calls regarding the changes
- Group Health has been "re-branded" to Kaiser; employees should not see any change in their coverage or services provided

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- State Auditors have completed their report for 2014-2015, there were no findings
- General Manager has been investing a great deal of time working on pending litigation and the appeal of Kitsap County's revised comp plan
- Still working on several employee performance evaluations

COMMISSIONER REPORTS

Commissioners Hart and Way attended a Section II meeting and the SAO exit conference

EXECUTIVE SESSION

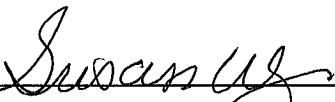
The Board of Commissioners went into Executive Session at 5:40 p.m. with General Manager Wilson and Operations Manager Winters to discuss employee performance. The Board returned to regular session at 5:45 p.m.

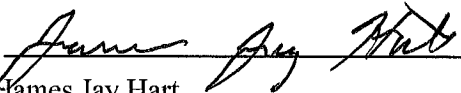
Resolution 644-17, Approve Salary Step Increase for Nicolas Morris

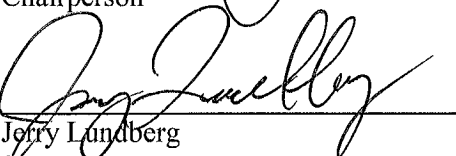
Commissioner Hart moved to approve Resolution 644-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

Commissioner Hart moved and Commissioner Lundberg seconded the motion to adjourn the meeting at 5:46 p.m., motion approved 3-0.

  
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 Susan Way  
 Chairperson

  
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 James Jay Hart  
 Vice-Chairperson

  
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 Jeffrey Lundberg  
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MARCH 06, 2017 WSUD BOARD MEETING**

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

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #26069 through #26103 issued 3/13/17 in the amount of \$79,650.81:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	5,933.69
Fund 91926 - Water Operating Fund	13,662.55
Fund 91927 - Information Technology Fund	3,534.53
Fund 91930 - Water Capital Improvement fund	56,520.04
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>79,650.81</b>

**SKWRF**

SKWRF vouchers #14095 through #14114 issued 3/13/17 in the amount of \$50,209.99:

Fund 91928 - SKWRF Operating Fund	50,209.99
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	<u>0.00</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>50,209.99</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<u><u>129,860.80</u></u>
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