

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 20, 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  
Deena Carpenter, Customer Service

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 March 6<sup>th</sup>, 2017
2. Approval of Vouchers WSUD #26104 through #26144 in the amount of \$52,800.49
3. Approval of Vouchers SKWRF #14115 through #14143 in the amount of \$47,124.35
4. Approval of March 2017 Payroll in the amount of \$173,868.18.

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 647-17, Approval of Prosperity Place Development Project

Commissioner Hart moved to approve Resolution 647-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 648-17, Sole Source Purchase of SKWRF Screw Press

Commissioner Hart moved to approve Resolution 648-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

2016 Year-End Budget Status Report

General Manager Wilson presented the Commissioners with an overview of the Year-End 2016 Budget Status Report. Discussion followed.

### ATTORNEY'S REPORT

Attorney Bagwell was not in attendance.

### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Bids for the Storage Building will be opened March 28<sup>th</sup>.
- The Karcher Creek Hydraulic Permit application has been filed. Met with the City's Critical Areas Coordinator to obtain a variance for trimming growth area above the creek.
- Received the findings of Department of Ecology audit of the SKWRF Laboratory conducted in October 2016. Corrective actions will be completed and filed with Ecology once completed.
- Centrifuge Replacement: FKC has provided equipment submittals. Mead & Hunt will be onsite March 28<sup>th</sup> for field measurements and elevations for structural review and design considerations. Currently in the process of acquiring information to address load cell system.

### OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1 / 5 Reservoir Project: The tank has been assembled and tack welded together. They are working on completing the welding this week.
- Well 22 Pump House Project: Contracts have been signed, insurance and bonding submitted and Dale is trying to schedule a pre-con meeting for this week.
- Annual water main flushing continues: The crew completed the upper gradient last week and started on the lower today. We are about ¾ done; currently in the Retsil area then heading down Beach Drive.

### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Wireless: Replacing the SCADA Radio Antennas with low gain models. Began to install the latest 3 Cellular radios in the Maintenance Trucks.
- Network: Install 3 network switches at SKWRF. Install 5 access points at SKWRF.
- VueWorks: Set up runtime reports for SKWRF; taking info from SCADA to import into VueWorks. Adding serial numbers to the water meters in the water meter layer. Information currently in Springbrook and VueWorks layer is only a dot with no data. Began the process of integrating ESRI with the TV Truck software.

### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz was not in attendance.

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

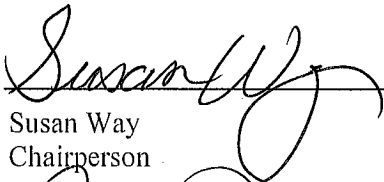
- Continuing to work on pending litigation and the appeal of Kitsap County's revised comp plan. Attorney Bagwell will be submitting a brief at the appeal hearing on April 20<sup>th</sup>.
- Working on employee performance evaluations.
- Working on the language change in the current agreement with AT&T / Black Dot.
- Collecting information for the newsletter and CCR which will be going out for print the first of May.

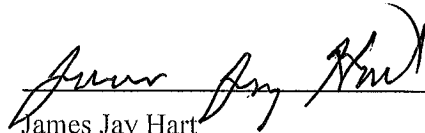
COMMISSIONER REPORTS

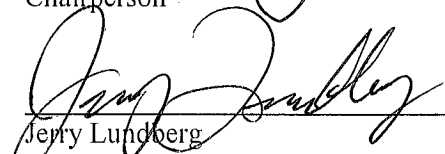
Commissioners Hart, Lundberg and Way attended the SAC meeting.

ADJOURN

Commissioner Hart moved and Commissioner Lundberg seconded the motion to adjourn the meeting at 5:10 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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Jerry Lundberg  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MARCH 20, 2017 WSUD BOARD MEETING**

MARCH PAYROLL	91925	SEWER OPERATIONS	57,077.70
	91926	WATER OPERATIONS	50,881.01
	91927	INFORMATION TECHNOLOGY	11,700.77
	91928	SKWRF	54,208.70
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>173,868.18</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #26104 through #26144 issued 3/27/17 in the amount of \$ 52,800.49:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	10,261.03
Fund 91926 - Water Operating Fund	32,936.12
Fund 91927 - Information Technology Fund	8,614.59
Fund 91930 - Water Capital Improvement fund	988.75
Fund 91933 - Sewer Capital Improvement Fund	0.00
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>52,800.49</b>

**SKWRF**

SKWRF vouchers #14115 through #14143 issued 3/27/17 in the amount of \$ 47,124.35:

Fund 91928 - SKWRF Operating Fund	23,364.73
Fund 91931 - SKWRF Capital Improvement Fund	23,759.62
Fund 91932 - SKWRF ER&R	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>47,124.35</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>99,924.84</b>
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