

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, April 3, 2018 at 5:30 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 5:40 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No members of the public were in attendance

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of March 12, 2018
2. Approval of Vouchers WSUD #27020 through #27087 in the amount of \$113,678.46
3. Approval of Vouchers SKWRF #14723 through #14774 in the amount of \$119,963.42

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 715-18, Authorize Purchase of 2018 Nissan Rogue

Commissioner Hart moved to approve Resolution 715-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 716-18, Accept Water and Sewer Improvements of Pros Pine Development

Commissioner Hart moved to approve Resolution 716-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 717-18, Approving a Salary Step Increase for Ian Reeber

Tabled for Executive Session

Resolution 718-18, Approving a Salary Step Increase for Nicolas Morris

Tabled for Executive Session

Resolution 719-18, Approving a Salary Step Increase for Shane Colglazier
Tabled for Executive Session

Presentation: 2017 Year-End Budget Status Report

General Manager Wilson presented the Year-End Budget Status Report that provided an overview of the financial activities of WSUD and SKWRF through the end of fiscal year 2017.

Discussion: City of Port Orchard Franchise Agreement

The General Manager updated the Board on the status of the Franchise Agreement with the City of Port Orchard. This agreement will be discussed at the Sewer Advisory Committee Meeting on April 18th.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Storage Building: On hold due to weather and other projects
- CIP Centrifuge: Start up of equipment is underway
- SKWRF Fire Incident: Start up and testing the new blower by the end of the week
- CIP Membrane Replacement: Contract has been executed and an industrial hygienist from L&I is scheduled to provide safety recommendations
- NPDES Permit: All regulatory annual reports are filed and the permit process is going well

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 14 experienced a failed pump motor
- Plans and specs are being prepared for the Lidstrom Water Main Project
- A BHC Engineering kick off meeting for the Well 16/17 Booster Pump Project was last week
- We are reviewing a product and services scope from Romtec Utilities for the Madrona Lift Station Project
- The contractor for ProsPine Plat is working on the punchlist items for final inspection
- Blueberry Ridge: Water and sewer collection system plans are approved, we are waiting for lift station plans
- The contractor for the Overlook Apartments is working on the punchlist items for final inspection
- The contractor for B&B Carwash is working on the punchlist items for final inspection

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Server Support/Network Support: completed upgrade of all the Hyper-V servers and purchased new network switches

- Springbrook: working on list of custom reports that need to be converted before the application can be moved to the cloud; working on Civic Pay, requested cost estimate to move Springbrook online
- Backups and Recovery: We are out of space on the backup server and will be replacing the unit
- Vueworks: Resolved map printing configuration, developing mapping for land annexation, developing side sewer permitting, working on SKWRF preventative maintenance, and collecting GIS points in the field
- Port of Bremerton: Some final work should be finished this month

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- We will begin recruiting for Summer Help next week
- A representative from DRS will be onsite tomorrow for a retirement planning/deferred comp presentation
- The General Manager position has closed and applications have been given to the Commissioners for review

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- A Bethel Corridor informational meeting with the public was conducted last week
- Working with Jan Angel on legislation that would include sewer districts in comp planning
- Working with Jacob identifying properties for annexation
- The District newsletter will go out in the next two billing cycles
- Will be attending the WASWD conference in Yakima

COMMISSIONER REPORTS

- Commissioner Hart: Attended Section II and WSRMP meetings
- Commission Way: Attended Section II meeting

EXECUTIVE SESSION

The Board went into Executive Session with General Manager Wilson, Plant Manager Screws and Operations Manager Winters at 8:10 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 8:20 p.m.

Resolution 717-18, Approving a Salary Step Increase for Ian Reeber

Commissioner Hart moved to approve Resolution 717-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 718-18, Approving a Salary Step Increase for Nicolas Morris

Commissioner Hart moved to approve Resolution 718-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 719-18, Approving a Salary Step Increase for Shane Colglazier

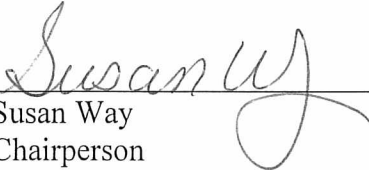
Commissioner Hart moved to approve Resolution 719-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: General Manager Selection Process and Schedule:

The Commissioners will select and publish a meeting date to review the applicants for the General Manager position. A tentative schedule of the overall selection process was discussed.

ADJOURN

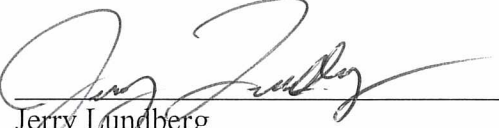
Commissioner Lundberg moved to adjourn the meeting at 8:25 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
APRIL 3, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

APRIL 2018	91925	SEWER OPERATIONS	0.00
	91926	WATER OPERATIONS	0.00
	91927	INFORMATION TECHNOLOGY	0.00
	91928	SKWRF	<u>0.00</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>0.00</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27020 through #27062 issued 03/26/18 in the amount of \$73,795.50; and vouchers #27063 through #27087 issued 04/09/18 in the amount of \$ 39,882.96:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	9,312.87
Fund 91926 - Water Operating Fund	78,251.69
Fund 91927 - Information Technology Fund	20,076.22
Fund 91930 - Water Capital Improvement fund	6,037.68
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	113,678.46

SKWRF

SKWRF vouchers #14723 through #14746 issued 03/26/18 in the amount of \$21,838.35; and vouchers #14747 through # 14774 issued 04/09/18 in the amount of \$98,125.07:

Fund 91928 - SKWRF Operating Fund	112,374.23
Fund 91931 - SKWRF Capital Improvement Fund	7,589.19
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	119,963.42

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>233,641.88</u></u>
---	---------------------------------