

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, April 10, 2017 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, 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 March 20, 2017
2. Approval of Vouchers WSUD #26145 through #26175 in the amount of \$46,335.26
3. Approval of Vouchers SKWRF #14144 through #14166 in the amount of \$21,504.35
4. Approval of April 2017 Payroll in the amount of \$172,950.91

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 649-17, Authorize Termination of Water Conservation Rebate Program

Commissioner Hart moved to approve Resolution 649-17. The motion was seconded by Commissioner Lundberg; motion approved 2-1, with Commissioner Lundberg voting no.

Resolution 650-17, Approve Disposition of SKWRF Surplus Property

Commissioner Hart moved to approve Resolution 650-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 651-17, Approve Promotion for Nicolas Morris

Tabled for Executive Session

Resolution 652-17, Approve Step Increase for Ian Reeber
Tabled for Executive Session

Resolution 653-17, Approve Step Increase for Shane Colglazier
Tabled for Executive Session

Resolution 654-17, Approve DEC for Holt Water Main Extension
Commissioner Hart moved to approve Resolution 654-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 655-17, Approve DEC for Andasio Village Plat Water and Sewer Main Extensions
Commissioner Hart moved to approve Resolution 655-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT
Not in attendance

PLANT OPERATIONS REPORT
Plant Manager Screws reported:

- No bids were received for the Storage Building project. We are continuing to request contractors for site visits and bids
- Karcher Creek hydraulic permit should be issued soon
- Corrective actions suggested by DOE for the SKWRF Laboratory are being completed
- Centrifuge Replacement: we are currently in the process of acquiring information to address the load cell system

OPERATIONS MANAGER'S REPORT
Operations Manager Winters reported:

- Well 1/5 Reservoir Project: tank construction complete, underground piping being installed, we are anticipating delivery of the aerator and booster pump station
- We are receiving and reviewing materials submittals for Well 22
- Annual water main flushing is complete
- The Water Efficiency and Consumer Confidence reports are complete
- We are reviewing sewer main video and selecting mains for repair
- Prosperity Plat – we will not give a final inspection until the storm water issue is resolved
- ProsPine Plat is on hold until the storm water issue is resolved at Prosperity Plat

IT MANAGER'S REPORT
IT Manager Whitehead reported:

- VUEworks: Ben Hoffman will be attending a development meeting
- Communications: working on development of communication for sewer network and moving from cellular to private network
- Will be attending Kitsap County's IT meeting for IT managers and Directors

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We are beginning the process of recruiting for three Summer Help Positions

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- April 17th is the court date for a Summary Judgement Motion regarding recent litigation
- April 20th is the date our appeal of Kitsap County's revised Comp Plan
- Will be attending the WASWD conference April 12-14

COMMISSIONER REPORTS

- Commissioner Hart attended Section II, Water Group and WSRMP meetings

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 3:55 p.m. with General Manager Wilson, Operations Manager Winters and SKWRF Manager Screws to discuss employee performance. The Board came out of Executive Session at 4:20 p.m. and returned to Executive Session with General Manager Wilson to discuss employee performance. The Board returned to regular session at 4:50 p.m.

Resolution 651-17, Approve Promotion for Nicolas Morris

Commissioner Lundberg moved to approve Resolution 651-17. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution 652-17, Approve Step Increase for Ian Reeber

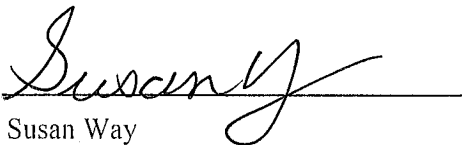
Commissioner Lundberg moved to approve Resolution 652-17. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution 653-17, Approve Step Increase for Shane Colglazier

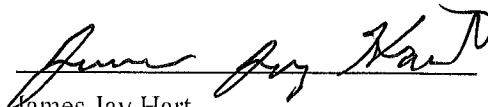
Commissioner Lundberg moved to approve Resolution 653-17. The motion was seconded by Commissioner Hart; motion approved 3-0.

ADJOURN

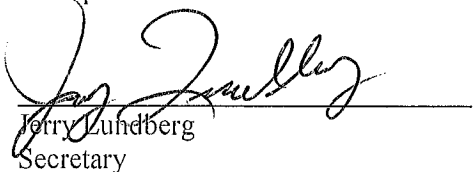
Commissioner Lundberg moved and Commissioner Hart seconded the motion to adjourn the meeting at 4:52 p.m., motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
APRIL 10, 2017 WSUD BOARD MEETING**

APRIL PAYROLL	91925	SEWER OPERATIONS	56,894.66
	91926	WATER OPERATIONS	50,722.14
	91927	INFORMATION TECHNOLOGY	11,700.77
	91928	SKWRF	<u>53,633.34</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>172,950.91</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26145 through #26175 issued 4/10/17 in the amount of \$ 46,335.26:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	8,050.23
Fund 91926 - Water Operating Fund	7,574.51
Fund 91927 - Information Technology Fund	6,511.50
Fund 91930 - Water Capital Improvement fund	24,199.02
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	46,335.26

SKWRF

SKWRF vouchers #14144 through #14166 issued 4/10/17 in the amount of \$ 21,504.35:

Fund 91928 - SKWRF Operating Fund	21,415.02
Fund 91931 - SKWRF Capital Improvement Fund	89.33
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	21,504.35

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>67,839.61</u></u>
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