

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, May 7, 2018 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, HR/Payroll Manager

The meeting was called to order by Commissioner Way at 3:00 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 April 16, 2018
2. Approval of Special Board Meeting Minutes of April 25, 2018
3. Approval of Special Board Meeting Minutes of April 26, 2018
4. Approval of Special Board Meeting Minutes of April 30, 2018
5. Approval of Vouchers WSUD #27122 through #27157 in the amount of \$89,592.45
6. Approval of Vouchers SKWRF #14801 through #14837 in the amount of \$109,926.93

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

BOARD DISCUSSION/ACTION

Appointment of WSUD General Manager

Commissioner Lundberg announced that the interview process for the new District General Manager was completed and after consideration of five candidates one person was unanimously selected. Commissioner Lundberg moved to offer Randy (Glen) Screws the position of General Manager. The motion was seconded by Commissioner Hart, motion approved 3-0.

First Reading: Resolution 705-18, Sick Leave Policy

HR/Payroll Manager Fantz gave the Board an update on the need to revise our sick leave policy to be in compliance with Initiative 1433.

Resolution 723-18, Contract with Holt Services, Inc. – Well Rehabilitation

Commissioner Hart moved to approve Resolution 723-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 724-18, Confirmation of Step Increase for Brian Smalley  
Executive Session

Discussion: GMA Legislation – Sewer Districts

General Manager Wilson discussed proposed legislation that will compel county and city comprehensive plans to be coordinated with sewer districts.

Discussion: City of Port Orchard Franchise Agreement

General Manager Wilson updated the Board on MRSC's legal opinion regarding RCW 35.21.470 with regard to the franchise agreement being negotiated with the City of Port Orchard.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Staff will begin the process of framing the storage building layout
- CIP Centrifuge: performance and automation testing this week, bids for load scale system to be solicited and staff beginning to address wall bracing
- Staff continuing fire repairs
- CIP Membrane Replacement: An engineer will make a site visit and L&I continues reviewing issuing a variance for site-specific work
- NPDES permit application is nearing completion

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 11 & 14 rehabilitation begins May 14<sup>th</sup>, Well 17 rehabilitation will be in September
- Lidstrom Water Main Project on hold pending Karcher Springs Booster Pump replacement
- BHC Engineering is working on the Well 16/17 Booster Pump replacement project
- We are negotiating a product and services scope from Romtec Utilities for the Madrona Lift Station Rehabilitation project
- Blueberry Ridge water and sewer system plans have been redlined and returned to the project engineer, the sewer lift station plans have not been submitted
- We are reviewing water and sewer system plans for Ridgeline
- The contractors for Overlook Apartments and B&B Carwash are working on punch list items for final inspections

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Jacob Holcombe is working on projects from home while on leave with his newborn son

- The core switch for the network switch project is on back-order
- Working on encryption traffic between SKWRF and Lund Avenue Facility
- Attended the government track at the Interop Conference

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- We are working on an 'Employee Memo of Understanding' form to comply with new sick leave laws
- The Summer Help position closed May 4<sup>th</sup>, - we received eleven applications

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- Distributed copies of the 2017 Annual Report to the Board
- Requested direction from the Board regarding communication with the public and the proposed annexation areas
- Working with District legal counsel on a settlement with Kitsap County
- Will be meeting with three parties providing information regarding water and sewer service in the Bethel Corridor area

COMMISSIONER REPORTS

- Commissioner Lundberg requested the District look into a phone program that would provide the capability of contacting specific customer groups
- Commissioners Lundberg, Hart and Way attended the SAC meeting on April 18<sup>th</sup>
- Commissioner Hart attended the WASWD conference in Yakima

EXECUTIVE SESSION

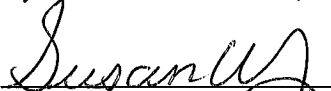
The Board went into Executive Session with General Manager Wilson and Operations Manager Winters at 4:20 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 4:35 p.m.

Resolution 724-18, Confirmation of Step Increase for Brian Smalley

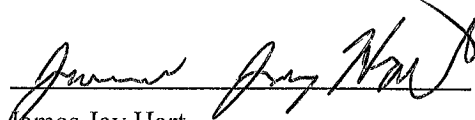
Commissioner Lundberg moved to approve Resolution 724-18. The motion was seconded by Commissioner Hart; motion approved 3-0.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 4:37 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way  
Chairperson



James Jay Hart  
Vice-Chairperson



Jeffrey Lundberg  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MAY 7, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

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

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #27122 through #27157 issued 05/14/18 in the amount of 89,592.45:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	38,154.98
Fund 91926 - Water Operating Fund	43,980.34
Fund 91927 - Information Technology Fund	7,457.13
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>89,592.45</b>

**SKWRF**

SKWRF vouchers #14801 through #14837 issued 05/14/18 in the amount of \$109,926.93:

Fund 91928 - SKWRF Operating Fund	107,706.97
Fund 91931 - SKWRF Capital Improvement Fund	2,219.96
Fund 91932 - SKWRF ER&R	<u>0.00</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>109,926.93</b>

**GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS** 199,519.38