

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 21, 2018 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, HR/Payroll Manager
Ken Bagwell, District Attorney

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 May 7, 2018
2. Approval of Special Board Meeting Minutes of May 14, 2018
3. Approval of Special Board Meeting Minutes of May 17, 2018
4. Approval of Vouchers WSUD #27158 through #27179 in the amount of \$113,186.56
5. Approval of Vouchers SKWRF #14838 through #14859 in the amount of \$286,937.58
6. Approval of May 2018 Payroll in the amount of \$176,290.68

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 705-18, Sick Leave Policy

Commissioner Hart moved to approve Resolution 705-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Public Hearing and Resolution 722-18, Phillips Road Short Plat Property Annexation

The Public Hearing was opened at 3:04 p.m.; there were no public comments or discussion regarding the Phillips Road Short Plat Property Annexation. The Public Hearing was closed at 3:07 p.m. Commissioner Hart moved to approve Resolution 722-18. The motion was seconded by Commissioner Lundberg, motion approved 3-0.

Resolution 725-18, City of Port Orchard Franchise Agreement

Commissioner Hart moved to approve Resolution 725-18. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Sewer Annexation Plan Schedule/Process

General Manager Wilson discussed the plan and process the District is developing for initiating a comprehensive annexation process for nine sub-areas. The Commissioners gave their approval to move forward with the annexation.

Discussion: 2019-2020 Budget Schedule

General Manager Wilson provided a schedule for the preparation of the 2019-2020 biennial budget. Initial drafts of proposed budgets should be completed by late July.

ATTORNEY'S REPORT

Attorney Bagwell reported that pending litigation should have a settlement soon.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- SKWRF staff have begun the framing layout of the Storage Building
- CIP Centrifuge Project: FKC completed testing, staff working on wall bracing, the load scale system and wall bracing need to be completed, Mead & Hunt will be onsite this week for mechanical and as-built drawings
- The SKWRF Fire Incident claim should be finalized in the near future
- CIP Membrane Replacement: Staff are preparing for the project and L&I continues reviewing the possibility of issuing a variance for tank entry and egress.
- The NPDES Permit application is nearing completion

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Holt Services will begin Well 11 and 14 rehabilitation this week
- Well 22 experienced a motor failure last week
- Lidstrom Water Main Replacement project is on hold
- BHC Engineering is evaluating our options for Well 16/17 Booster Pump replacement
- We are expecting a proposal 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
- We are reviewing the water and sewer system plans for Ridgeline
- Contractors are working on punch list items for Overlook Apartments and B&B Carwash final inspections

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Desktop Support: issued new laptop to Finance Manager and imaged the old desktop for a temporary Customer Service computer

- Server Support: Upgraded the hard drives in the TV van and began making inquiries to other agencies regarding their automated phone dialing systems
- Network Support: The switch upgrade continues and PTP encryption projects continue
- Security Systems: We are replacing cameras at SMBG and adding a camera on top of the SMBG reservoir
- Viewworks and Mapping: Continuing to assist with the property annexation project, training with Dynamic reports and working on Viewworks side sewer permit printing issues

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- We have prepared 'memo of understanding' letters for all employees to sign acknowledging our sick leave policy
- PEBB rates will increase by \$3.00 per employee effective July 1, 2018
- Summer Help interviews concluded today and recommendations for hiring should be presented to the Board at the June 4th Board Meeting
- Will be starting to work on salary and benefit schedules for the 2019-2020 budget process

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- He is disappointed Senator Jan Angel has decided against running for re-election. Senator Angel would have sponsored important legislation regarding sewer district's involvement in county and city comprehensive plans.

COMMISSIONER REPORTS

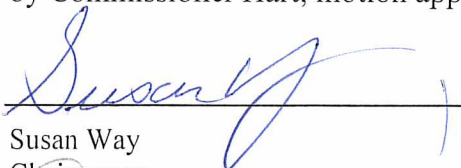
- No Reports

EXECUTIVE SESSION

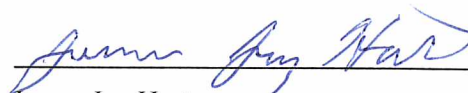
The Board went into Executive Session with Legal Counsel Bagwell and General Manager Wilson at 4:10 p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 5:13 p.m.

ADJOURN

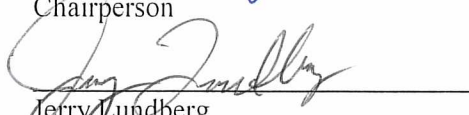
Commissioner Lundberg moved to adjourn the meeting at 5:13 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



 Susan Way
 Chairperson



 James Jay Hart
 Vice-Chairperson



 Jerry Lundberg
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MAY 21, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

MAY 2018	91925	SEWER OPERATIONS	57,487.07
	91926	WATER OPERATIONS	51,728.07
	91927	INFORMATION TECHNOLOGY	12,352.27
	91928	SKWRF	<u>54,723.27</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>176,290.68</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27158 through #27179 issued 05/29/18 in the amount of \$113,186.56:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	61,817.76
Fund 91926 - Water Operating Fund	48,040.68
Fund 91927 - Information Technology Fund	2,328.12
Fund 91930 - Water Capital Improvement fund	1,000.00
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	113,186.56

SKWRF

SKWRF vouchers #14838 through #14859 issued 05/29/18 in the amount of \$286,937.58:

Fund 91928 - SKWRF Operating Fund	247,163.40
Fund 91931 - SKWRF Capital Improvement Fund	39,774.18
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	286,937.58

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>400,124.14</u></u>
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