

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, May 30, 2017 at 3:00 p.m.

Chairperson: Susan Way
Vice Chairperson: Jim Hart (Not in attendance)
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
Ken Bagwell, District Attorney
Rodney Ewing, SKWRF

The meeting was called to order by Commissioner Way at 3:05 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of May 8, 2017
2. Approval of Vouchers WSUD #26257 through #26324 in the amount of \$188,875.59
3. Approval of Vouchers SKWRF #14219 through #14256 in the amount of \$105,099.62

Commissioner Lundberg moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 2-0.

BOARD DISCUSSION/ACTION

Employee Recognition: Rodney Ewing

The Board presented Rodney Ewing with a Proclamation recognizing his 33 years of dedicated service at SKWRF. They thanked him for his many contributions and wished him well from all of West Sound Utility District as he begins retirement.

Discussion: WSUD Employee Certifications

Plant Manager Screws and Operations Manager Winters reviewed staff certifications and achievements.

Resolution 661-17, Approve Hiring Temporary (Summer Help) Employees

Commissioner Lundberg moved to approve Resolution 661-17. The motion was seconded by Commissioner Way; motion approved 2-0.

Resolution 662-17, Award Bid for SKWRF Load Scale

Commissioner Lundberg moved to approve Resolution 662-17. The motion was seconded by Commissioner Way; motion approved 2-0.

Resolution 663-17, Amend 2017-18 Biennial Water & Sewer Capital Improvement Budgets

Commissioner Lundberg moved to approve Resolution 663-17. The motion was seconded by Commissioner Way; motion approved 2-0.

Discussion: Bethel Corridor Water/Sewer Utility Extension Plans

This discussion was deferred to the next Board Meeting.

ATTORNEY'S REPORT

Attorney Bagwell will report in Executive Session

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Storage Building plans are being modified
- Washington Department of Fish & Wildlife has issued the permit for Karcher Creek work
- The Laboratory Corrective Action Plan is nearly complete
- Staff continues to review Centrifuge Replacement proposed changes and are developing a plan for the removal of the Flottwegg Centrifuge
- Maintenance: staff have begun tank inspections and repairs, one of three primaries is nearly complete, will be moving to the aeration system next and then final clarifiers

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1/5 Reservoir Project was recently toured by DOH staff and the electrical contractor is installing conduit
- Well 22: The PSE engineer feels we can use the existing primary power conductors and transformer vault, the pump house plumbing is installed and tested
- Recent communications with Prosperity Plat's developer indicate they may be sacrificing a few lots to construct a storm water retention pond

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Work continues on the Sewer Wireless Network Build
- Starting development of a new Disaster and Recovery Plan
- The VueWorks meter project is progressing and it is anticipated to be completed by Fall
- The VueWorks summit is on schedule for August 21st and August 22nd

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Washington Department of Retirement has sent out a notice indicating rate increases effective July 1st
- Customer Service is working to complete SKWRF ERU reports
- Applications for the Utility Specialist Trainee and Wastewater Treatment Plant Operator Trainee positions are coming in, - both positions close June 5th

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Discussed date options for the next SAC meeting, - June 14th was selected
- WSUD is still experiencing permitting issues with Kitsap County
- Had a preliminary meeting with property owners in the Bethel Corridor area, this will be reported on at the next meeting

COMMISSIONER REPORTS

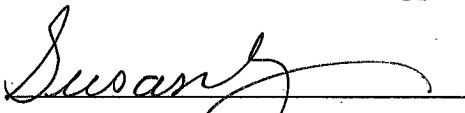
None

EXECUTIVE SESSION


The Board of Commissioners went into Executive Session at 4:30 p.m. with General Manager Wilson and Attorney Bagwell to discuss pending litigation. The Board came out of Executive Session at 4:55 p.m.

ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 4:56 p.m., motion approved 2-0.



Susan Way
Chairperson



Jerry Lundberg
Secretary

Not in Attendance

James Jay Hart
Vice-Chairperson

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MAY 30, 2017 WSUD BOARD MEETING**

PAYROLL	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 #26257 through #26295 issued 5/22/17 in the amount of \$112,616.75; and vouchers #26296 through #26324 issued 6/5/17 in the amount of \$76,258.84:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	77,559.02
Fund 91926 - Water Operating Fund	96,823.90
Fund 91927 - Information Technology Fund	5,831.46
Fund 91930 - Water Capital Improvement fund	8,521.97
Fund 91933 - Sewer Capital Improvement Fund	<u>139.24</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	188,875.59

SKWRF

SKWRF vouchers #14219 through #14236 issued 5/22/17 in the amount of \$78,260.62; and vouchers #14237 through #14256 issued 6/5/17 in the amount of \$26,839.00:

Fund 91928 - SKWRF Operating Fund	90,361.70
Fund 91931 - SKWRF Capital Improvement Fund	14,737.92
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	105,099.62

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>293,975.21</u></u>
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