

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, June 4, 2018 at 3:00 p.m.

Chairperson: Susan Way (Not in Attendance)
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 (joined meeting at 3:25 p.m.)

The meeting was called to order by Commissioner Hart 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 21, 2018
2. Approval of Special Board Meeting Minutes of May 25, 2018
3. Approval of Special Board Meeting Minutes of May 31, 2018
4. Approval of Vouchers WSUD #27180 through #27195 in the amount of \$36,201.69
5. Approval of Vouchers SKWRF #14860 through #14877 in the amount of \$22,211.07

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

BOARD DISCUSSION/ACTION

Resolution 726-18, Setting Public Hearing Aiken Road (North) Property Annexation

Commissioner Lundberg moved to approve Resolution 726-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 727-18, Setting Public Hearing Aiken Road (South) Property Annexation

Commissioner Lundberg moved to approve Resolution 727-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 728-18, Setting Public Hearing Baby Doll Road Property Annexation

Commissioner Lundberg moved to approve Resolution 728-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 729-18, Setting Public Hearing Lidstrom Road (Steamboat Loop) Property Annexation

Commissioner Lundberg moved to approve Resolution 729-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 730-18, Setting Public Hearing Lund Avenue Property Annexation

Commissioner Lundberg moved to approve Resolution 730-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 731-18, Setting Public Hearing Salmonberry Road (West) Property Annexation

Commissioner Lundberg moved to approve Resolution 731-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 732-18, Setting Public Hearing Salmonberry Road (East) Property Annexation

Commissioner Lundberg moved to approve Resolution 732-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 733-18, Setting Public Hearing Sedgwick Road Property Annexation

Commissioner Lundberg moved to approve Resolution 733-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 734-18, Setting Public Hearing Mile Hill Road Property Annexation

Commissioner Lundberg moved to approve Resolution 734-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 735-18, Hiring Summer Help Employees

Commissioner Lundberg moved to approve Resolution 735-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

Resolution 736-18, Newly Appointed General Manager Employment Agreement

Tabled for Executive Session

ATTORNEY'S REPORT

None

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Centrifuge Replacement: RFP for load scale system will close June 6; Mead & Hunt Engineering will be onsite June 7th to begin completion of mechanical and as-built drawings

- SKWRF Fire Incident: All documentation has been provided to McLarens to finalize the claim
- Membrane Replacement: A project engineer will be on site June 11th, L&I inspectors are reviewing the request for a variance to enter the MBR tanks
- Hurley Engineering was onsite last week for boiler inspections and cleaning
- NPDES Permit application should be complete next week

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Holt Services is in the process of rehabilitating Well 11 and Well 14
- Pump Tech is scheduled to pull, inspect and, if necessary, replace Well 22's failed motor on June 6th
- West Sound Engineering is preparing bid documents for the Lidstrom Water Main project
- Well 16/17 Booster Pump Replacement: BHC Engineering has completed the calculations for alternatives 1 & 2 and they are preparing a draft report and obtaining cost estimates
- We are reviewing the latest proposal for the Madrona Lift Station Rehabilitation project
- Water and sewer system plans for Blueberry Ridge have been returned to the project engineer
- Ridgeline: alternatives for extending the water main are being reviewed, no lift station design yet
- Overlook Apartments and B&B Carwash: Contractors are working on punch list items for final inspection

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Desktop Support: Building new image for Customer Service computers; new Windows OS 1803 is being pushed out and in some cases is causing problems
- Server Support: Upgrading the hard drives in the TV van; upgrading the storage drives in the Axis camera video recorder; and upgrading the last Window's server 2012 domain controller
- Network Support: Ubiquity network switch upgrade; wireless access points for SKWRF, firewall/router changes; and PTP encryption project continues
- Security Systems: Several IR cameras have been installed
- Springbrook: Accela Civic Pay is scheduled to be in place by July 9th
- The Vueworks land annexation project is complete

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported:

- Starting the salary and benefit projections for 2019-2020 budgeting process

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- The annexation project has been a main focus, taking a lot of time – we are estimating the project should be complete by September
- The 2019-2020 budget process kicked-off this week, the draft capital projects plan should be preliminarily ready for review at the July 23rd meeting

COMMISSIONER REPORT

- Commissioner Hart attended a Section II meeting

EXECUTIVE SESSION

The Board went into Executive Session with Legal Counsel Bagwell and Plant Manager Screws at 3:40 p.m. to discuss and negotiate terms of the new General Manager employment agreement. The Board returned to regular session at 3:50 p.m.

Resolution 736-18, New General Manager Employment Agreement

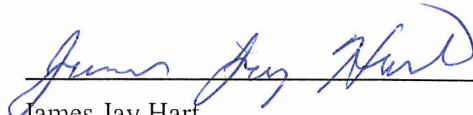
Commissioner Lundberg moved to approve Resolution 736-18. The motion was seconded by Commissioner Hart; motion approved 2-0.

ADJOURN

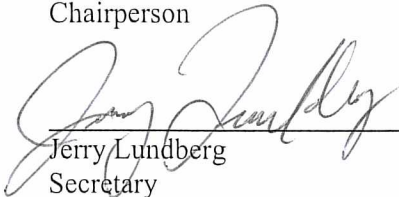
Commissioner Lundberg moved to adjourn the meeting at 3:52 p.m. The motion was seconded by Commissioner Hart; motion approved 2-0.

Not in Attendance

Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JUNE 4, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

JUNE 2018	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
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	GRAND TOTAL PAYROLL ALL FUNDS:		0.00
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #27180 through #27195 issued 06/04/18 in the amount of \$36,201.69:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	14,703.65
Fund 91926 - Water Operating Fund	14,222.46
Fund 91927 - Information Technology Fund	7,275.58
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	0.00
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TOTAL DISTRICT ACCOUNTS PAYABLE	36,201.69

SKWRF

SKWRF vouchers #14860 through #14877 issued 06/04/18 in the amount of \$22,211.07:

Fund 91928 - SKWRF Operating Fund	22,211.07
Fund 91931 - SKWRF Capital Improvement Fund	0.00
Fund 91932 - SKWRF ER&R	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	22,211.07

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	58,412.76
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