

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 6, 2016 3:00 p.m.

Chairperson: Jerry Lundberg
Vice Chairperson: Susan Way
Commissioner: Jim Hart

Attending: Michael Wilson, General Manager
Brent Winters, Operations Manager
Randy Screws, SKWRF Plant Manager
Michael Whitehead, IT Manager
Tracy Fantz, Asst. Finance Manager
Ken Bagwell, District Attorney

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of May 16, 2016
2. Approval of Vouchers WSUD #25346 through #25380 in the amount of \$192,167.79
3. Approval of Vouchers SKWRF #13663 through #13689 in the amount of \$73,249.04

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

BOARD DISCUSSION/ACTION

Resolution #606-16, Employee Health Care Program

Commissioner Hart moved to approve Resolution 606-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #608-16, Out of State Travel

Commissioner Hart moved to approve Resolution 608-16. The motion was seconded by Commissioner Way; motion approved 3-0.

First Reading: Resolution #609-16, General Manager Employment Agreement

Tabled for Executive Session

Discussion: Water Resource Facilities Security Plan

General Manager Wilson updated the Board on recent trespassing and vandalism incidents at the Salmonberry Well Field. IT Manager Whitehead presented a report identifying water system security recommendations for each of the District's wells, reservoirs and high tanks.

Discussion: Quit Claim Deed – Kitsap Transit to the City of Port Orchard

General Manager Wilson advised the Board that the final Quit Claim Deed to complete the conveyance of property for SKWRF is expected to be approved at Kitsap Transit's Board meeting on June 7th.

ATTORNEY'S REPORT

Attorney Bagwell reported we have not yet heard anything regarding pending litigation in federal court.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- There has been no change in status for Clarifier Hydraulic Modeling, the Biosolids Study or the Karcher Creek sedimentation issues
- Storage Building: relocation of the waste gas burner should be complete this week and they are working on preparation of the building permit
- The contractor will begin deck coating surface preparation work this week, the application of coatings is tentatively scheduled for June 13 through June 24th
- Progress is being made with installation of LED lighting fixtures and bulbs

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well #1 Reservoir Replacement and Well #22 Pump House Construction is on schedule for construction this fall
- The contractor is working on the Fircrest Standpipe and Powell Reservoir Painting projects
- The developer for Prosperity Plat is having an engineer determine if the Sinclair Lift Station can accommodate their development
- LED lights are being installed as they are received
- The District is working with the City of Port Orchard for the Bethel Paving Project – we are providing new manhole covers and valve box extensions as needed
- We continue to have intruders cutting the fencing at the Salmonberry Ground Reservoir

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Computer work: installed new monitor at front counter, replaced Customer Service computers, upgraded laptop to Windows 10, and rebuilt a computer for crew to access the SCADA network
- Upgraded the Firewall Log Server
- Cradle point radios are installed in all the crew trucks, working on routing all traffic through the HQ firewall

IT MANAGER'S REPORT - continued

- Toured SKHS video security system
- Completed the Remote Water Sites Security Review
- Met with EM radio operators and discussed the use of the District's water tanks to house their equipment, - they should have a proposal to us by next month

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Summer Help positions are filled and all three employees will be working by June 15
- All the required documentation to transition SKWRF employees to new DRS pension and deferred compensation accounts has been submitted
- Kitsap County continues to manually wire the District's payroll taxes while they work with the IRS to complete setting up our EFTPS account for online payments

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- The District continues to have serious concerns regarding Kitsap County's proposed Comp Plan
- Will be attending Kitsap Transit's Board meeting June 7th – the Quit Claim Deed conveying property to the City of Port Orchard should be approved at this meeting
- General Manager and staff will be meeting with the City of Port Orchard to discuss policies and procedures for handling industrial waste and grease traps
- Will meet with City staff to discuss permitting issues for Well #1 reservoir
- Letters will be going out to all property owners in proximity to the Salmonberry Well Field

COMMISSIONER REPORTS

Commissioner Hart:

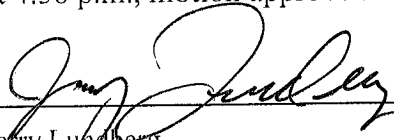
- Attended a WASWD Tech Committee meeting that regarded aquifers and water quality
- Attended a monthly WASWD meeting
- Attended a Section II meeting

EXECUTIVE SESSION

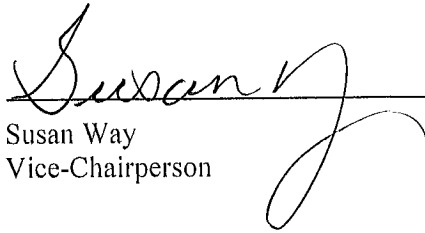
The Board of Commissioners went into Executive Session at 4:25 p.m. with General Manager Wilson discuss employee performance. The Board returned to regular session at 4:38 p.m.

ADJOURN

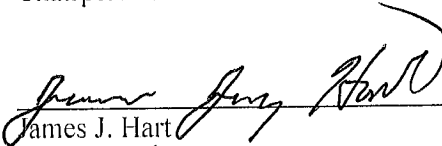
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:38 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JUNE 6, 2016 WSUD BOARD MEETING**

| | | | |
|--------------|---------------------------------------|------------------------|-------------|
| JUNE PAYROLL | 91925 | SEWER OPERATIONS | N/A |
| | 91926 | WATER OPERATIONS | N/A |
| | 91927 | INFORMATION TECHNOLOGY | N/A |
| | 91928 | SKWRF | N/A |
| | GRAND TOTAL PAYROLL ALL FUNDS: | | 0.00 |

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25346 through #25380 issued 06/16/16 in the amount of \$192,167.79:

| | |
|--|-------------------|
| Fund 91924 - WTR/WW Rev Bond Debt Service Fund | 0.00 |
| Fund 91925 - Wastewater Operating Fund | 4,767.88 |
| Fund 91926 - Water Operating Fund | 12,577.22 |
| Fund 91927 - Information Technology Fund | 2,059.64 |
| Fund 91930 - Water Capital Improvement fund | 52,962.70 |
| Fund 91933 - Sewer Capital Improvement Fund | 119,800.35 |
| TOTAL DISTRICT ACCOUNTS PAYABLE | 192,167.79 |

SKWRF

SKWRF vouchers #13663 through #13689 issued 06/13/16 in the amount of \$73,249.04:

| | |
|---|------------------|
| Fund 91928 - SKWRF Operating Fund | 73,249.04 |
| Fund 91931 - SKWRF Capital Improvement Fund | 0.00 |
| TOTAL SKWRF ACCOUNTS PAYABLE | 73,249.04 |

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|---|-------------------|
| GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS | 265,416.83 |
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