

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 20, 2016 3:00 p.m.

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

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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

A member of the public was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of June 6, 2016
2. Approval of Vouchers WSUD #25381 through #25424 (includes voiding voucher #25358) in the amount of \$547,532.22
3. Approval of Vouchers SKWRF #13690 through #13709 in the amount of \$967,020.30
4. Approval of June 2016 Payroll in the amount of \$177,656.26

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

BOARD DISCUSSION/ACTION

Introduction of Summer Help

Brent Winters introduced Tylor Hale and Randy Screws introduced John Wright to the Board.

Resolution #607-16, Accepting Les Schwab Tire Center Development Project

Commissioner Hart moved to approve Resolution 607-16. The motion was seconded by Commissioner Way; motion approved 3-0.

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

Commissioner Hart moved to approve Resolution 609-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #610-16, Agreement with Tenelco for SKWRF Biosolids

Commissioner Hart moved to approve Resolution 610-16. The motion was seconded by Commissioner Way; motion approved 3-0

First Reading: Resolution #611-16, Approve Job Description/Pay Grade Change – GIS Specialist

General Manager Wilson explained the recommended changes from GIS Coordinator to GIS Specialist. The change in the position's supervision and salary grade were also discussed.

ATTORNEY'S REPORT

Not attending

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- There has been no status change in the Clarifier Hydraulic Modeling, Biosolids Study or Karcher Creek sedimentation projects
- Storage Building: Bid close date for helical piles is July 11<sup>th</sup>; preparations are being made for foundation work bid documents
- Anticipating the LED Light project will be completed this week

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Plans and specifications will be prepared for Well #1 Reservoir Replacement and Well #22 Pump House Construction projects
- The Powell reservoir painting is complete and the contractor will return to paint the Fircrest Standpipe in approximately six weeks
- There is a new engineer for the Prosperity Plat project – new sewer drawings will be submitted for approval
- The LED Lighting Conversion project is going well

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Firewall configuration changes are being made – turning on features to help defend against new threats
- Windows updates have caused issues for both West Sound and the Port of Bremerton
- Salmonberry security hardware has been ordered
- The local Ham Operators Group have presented the District with a proposal for review
- Server maintenance has been done

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Our new EFTPS account has been established and will be used for June payroll taxes
- Daily deposits with KeyBank are working well using the deferred deposit method; - primarily this success is due to Customer Service doing an outstanding job in deposit preparation

ASSISTANT FINANCE MANAGER'S REPORT – (continued)

- The last steps are in place to transition SKWRF employees to their new PERS and Deferred Comp accounts effective July 1st

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

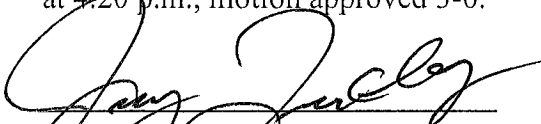
- Would like to re-emphasize that Customer Service does an exceptional job
- The four SKWRF Quit Claim Deeds are recorded and copies have been delivered to the City of Port Orchard
- Has met with our engineer, Brent Winters and Dale Webb to discuss the Sedgwick Interchange and how best to provide service for potential customers
- Kitsap County is in the final stages of completing their Comp Plan; it is expected to be adopted by month end
- Will be working on the permitting process for Well 1 Reservoir and Well 22 Pump House; we are hoping for construction to begin by mid-September
- We are not interested in renegotiating or selling our current tower leases
- We will be looking at other sites that may also have potential for leasing – this is an excellent source of revenue for capital projects
- Keith Grellner has been appointed as the new Administrator for Kitsap County Health District

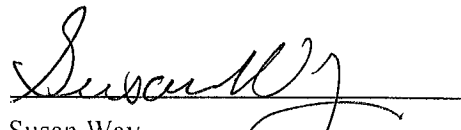
COMMISSIONER REPORTS

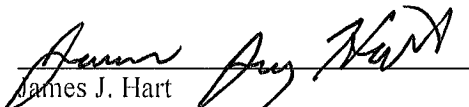
- Commissioner Way toured various District sites with Brent Winters on June 15<sup>th</sup>, - she found it very interesting and informative
- Commissioner Hart complimented the new signage for the Salmonberry Well and Reservoir grounds

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:20 p.m., motion approved 3-0.

  
Jerry Lundberg  
Chairperson

  
Susan Way  
Vice-Chairperson

  
James J. Hart  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JUNE 20, 2016 WSUD BOARD MEETING**

JUNE PAYROLL	91925	SEWER OPERATIONS	58,251.33
	91926	WATER OPERATIONS	58,596.05
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	<u>53,702.23</u>
<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>			<b><u><u>177,656.26</u></u></b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #25381 through #25382 issued 6/20/16 in the amount of \$464,582.01; and vouchers #25383 through #25424 issued 6/27/16 in the amount of \$83,798.07; and voucher # 25358 issued 6/13/16 voided in the amount of \$847.86:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	307,282.98
Fund 91926 - Water Operating Fund	216,324.65
Fund 91927 - Information Technology Fund	1,226.73
Fund 91930 - Water Capital Improvement fund	22,697.86
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>547,532.22</b>

**SKWRF**

SKWRF vouchers #13690 through #13709 issued 06/27/16 in the amount of \$967,020.30:

Fund 91928 - SKWRF Operating Fund	967,020.30
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>967,020.30</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b><u><u>1,514,552.52</u></u></b>
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