

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, July 10, 2017 at 3:00 p.m.

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

Attending: Brent Winters, Interim General Manager
Kevahn Steinke, SKWRF Maintenance Supervisor
Michael Whitehead, IT Manager
Tracy Fantz, Assistant Finance Manager

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Three members of the community were in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of June 19, 2017
2. Approval of Vouchers WSUD #26369 through #26437 in the amount of \$103,487.41
3. Approval of Vouchers SKWRF #14280 through #14318 in the amount of \$24,812.40
4. Approval of July 2017 Payroll in the amount of \$212,958.93

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

BOARD DISCUSSION/ACTION

Introduction: New Employee Mike Ridgeway

Interim General Manager Winters introduced Mike Ridgeway to the Board. Mike started July 10th as a Utility Specialist Trainee.

Resolution 664-17, Approve Developer Extension Agreement/B&B Carwash & Coffee Shop

Commissioner Hart moved to approve Resolution 664-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 670-17, Approve Salary Step Increase for Robert Williams

Tabled for Executive Session

Resolution 671-17, Amending Mead & Hunt Engineering Services Agreement

Commissioner Hart moved to approve Resolution 671-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT

Not in Attendance

PLANT OPERATIONS REPORT

Maintenance Supervisor Steinke reported:

- Storage Building – waiting for final drawings for the project
- The Karcher Creek work is anticipated to be completed in July
- CIP Centrifuge Replacement – Mead and Hunt continue working on plans for the project
- Staff continue working on tankage inspections and minor repairs – work to continue through the next two months

OPERATIONS MANAGER'S REPORT

Interim General Manager Winters reported:

- The Well 1/5 Reservoir Project is progressing, the next step is filing project completion reports with the DOH and following up with water quality testing in the distribution system
- Well 22's transformer has been ordered by PSE and we hope to have it installed within the next two weeks
- We are waiting for infiltration pit drawings and service abandonment plans for Prosperity Plat
- Sewer main is being installed in Andasio Village – the soil is dry and sandy and installation is going well
- Firestone Tire may be constructing a store on Bethel at Vallair

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- New firewalls were installed in the administration building and at SKWRF
- Work continues on the sewer system wireless network
- We have received all the hardware and are configuring the servers and workstation for water SCADA
- Viewworks: continuing work obtaining points for water and sewer infrastructure, building maps for water and sewer projects and upgraded to the latest version
- This is the busy time of year for the Port of Bremerton and IT services are in great demand

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The Department of Retirement implemented rate increases effective July 1st
- It doesn't appear that PEBB will be increasing rates until January 2018

- Two administrative staff members will attend the Accela conference in Portland July 19 and 20

COMMISSIONER REPORTS

- Commissioner Hart attended a Section II meeting and WASWD meeting

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 3:58 p.m. with Interim General Manager Winters to discuss personnel performance. The Board came out of Executive Session at 4:05 p.m.

Resolution 670-17, Approve Salary Step Increase for Robert Williams

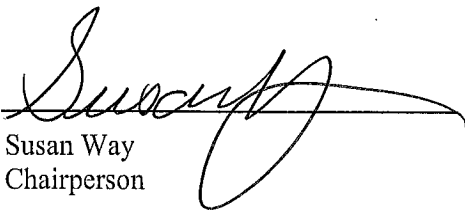
Commissioner Hart moved to approve Resolution 670-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

EXECUTIVE SESSION

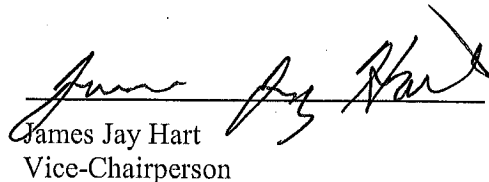
The Board of Commissioners returned to Executive Session at 4:06 p.m. to discuss employee performance. The Board came out of Executive Session at 4:40 p.m. with no action taken.

ADJOURN

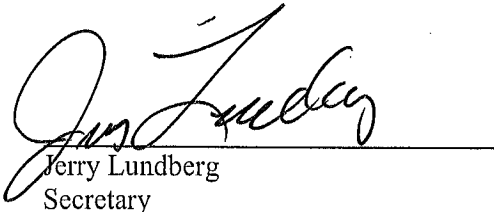
Commissioner Hart moved to adjourn the meeting at 4:40 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JULY 10, 2017 WSUD BOARD MEETING**

JULY PAYROLL	91925	SEWER OPERATIONS	80,778.03
	91926	WATER OPERATIONS	67,324.58
	91927	INFORMATION TECHNOLOGY	11,700.77
	91928	SKWRF	<u>53,155.55</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>212,958.93</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #26369 through #26370 issued 6/26/17 in the amount of \$10,100.00; and vouchers #26371 through #26406 issued 7/3/17 in the amount of \$40,511.13; and vouchers #26407 through #26437 Issued 7/17/17 in the amount of \$52,876.28:

Fund 91929 - Facility Construction Fund	778.00
Fund 91925 - Wastewater Operating Fund	18,142.61
Fund 91926 - Water Operating Fund	45,646.43
Fund 91927 - Information Technology Fund	21,261.64
Fund 91930 - Water Capital Improvement fund	6,159.82
Fund 91933 - Sewer Capital Improvement Fund	<u>11,498.91</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	103,487.41

SKWRF

SKWRF vouchers #14280 through #14296 issued 7/3/17 in the amount of \$5146.55; and vouchers #14297 through #14318 Issued 7/17/17 in the amount of \$19,665.85:

Fund 91928 - SKWRF Operating Fund	24,308.40
Fund 91931 - SKWRF Capital Improvement Fund	504.00
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	24,812.40

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 128,299.81