

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 31, 2017 at 3:00 p.m.

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

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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

One member of the community was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of July 10, 2017
2. Approval of Vouchers WSUD #26438 through #26503 in the amount of \$400,487.32
3. Approval of Vouchers SKWRF #14319 through #14352 in the amount of \$38,511.99

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 William Olin

Plant Manager Screws introduced William Olin to the Board. William started July 13th as a Treatment Plant Operator Trainee.

Resolution 672-17, Sole Source Purchase Go-4 Interceptor

Commissioner Hart moved to approve Resolution 672-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 673-17, Fircrest Reservoir Easement

Commissioner Hart moved to approve Resolution 673-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 674-17, General Manager Employment Agreement
Tabled for Executive Session

ATTORNEY'S REPORT

Attorney Bagwell briefly updated the Board on the status of our appeal of the Growth Management Hearing Board's decision. The petition is now in Superior Court.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- SKWRF has the final plans for the Storage Building Project
- The Karcher Creek Project is scheduled to be completed in August
- Mead and Hunt Engineering continue work on the final plans for the Centrifuge Replacement
- Staff continue working on tankage inspections and repairs; the three primary clarifiers, the south digester and aeration basins are complete – work will continue with the Final Clarifiers
- Waste Management has been disposing of Leachate; we anticipate receiving 1.2 – 1.8 MG

OPERATIONS MANAGER'S REPORT

Interim General Manager Winters reported:

- Well 1/5 Reservoir Project – the facility has been in operation for a week and is working well, we will continue to monitor water quality
- Well 22 – the well house structure is complete and the pump has been installed, installation of electrical and injection equipment continues and the transformer is scheduled for 8/3/17 installation
- A meeting is scheduled 8/1/17 to discuss Prosperity Plat with the developer and engineer
- The project engineer for ProsPine Plat has applied for a plat amendment
- Sewer has been installed for Andasio Village and the contractor is currently working on storm water
- We have reviewed the plans for the Blueberry Ridge Project

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- HMI Software and Hardware Update: Updated the server hardware and OS software, updated the HMI software to the latest Wonderware software, running in parallel intel by the middle of August and New Alert software will be the last item to complete
- The Wireless Broadband Network build continues
- The VUEworks summit is still on schedule for the end of August

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- PEBB raised rates effective July 1st; - the decision came late enough that the July increase will be done retroactively in August payroll

COMMISSIONER REPORTS

- Commissioners Hart and Way attended a Section II meeting
- Commissioner Hart attended an Association meeting

GENERAL MANAGER REPORT:

- Interim General Manager Winters updated the Board on the status of three pending annexations

EXECUTIVE SESSION

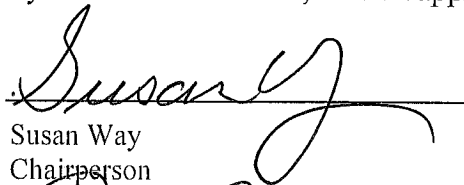
The Board of Commissioners went into Executive Session for fifteen minutes at 3:35 p.m. with Interim General Manager Winters, District Attorney Ken Bagwell and Michael Wilson pursuant to RCW 42.30.110.g to evaluate the qualifications of an applicant for employment. The Board came out of Executive Session at 3:50 p.m.

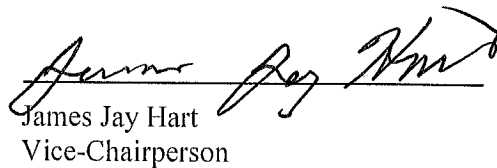
Resolution 674-17, Approve General Manager Employment Agreement

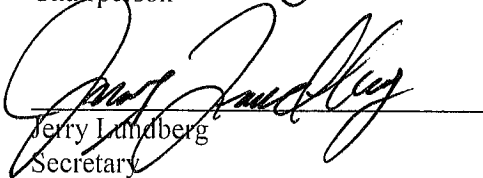
Commissioner Hart moved to approve Resolution 674-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

Commissioner Lundberg moved to adjourn the meeting at 3:50 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.


Susan Way
Chairperson


James Jay Hart
Vice-Chairperson


Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JULY 31, 2017 WSUD BOARD MEETING**

PAYROLL	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:	N/A
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #26438 through #26468 issued 7/28/17 in the amount of \$237,911.70; and vouchers #26469 through #26470 issued 7/24/17 in the amount of \$10,178.07; and vouchers #26471 through #26503 issued 8/7/17 in the amount of \$152,397.55:

Fund 91929 - Facility Construction Fund	0.00
Fund 91925 - Wastewater Operating Fund	15,977.63
Fund 91926 - Water Operating Fund	48,376.90
Fund 91927 - Information Technology Fund	10,257.47
Fund 91930 - Water Capital Improvement fund	324,149.97
Fund 91933 - Sewer Capital Improvement Fund	1,725.35
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TOTAL DISTRICT ACCOUNTS PAYABLE	400,487.32

SKWRF

SKWRF vouchers #14319 through #14334 issued 7/24/17 in the amount of \$27,235.77; and vouchers #14335 through #14352 issued 8/7/17 in the amount of \$11,276.22:

Fund 91928 - SKWRF Operating Fund	31,374.46
Fund 91931 - SKWRF Capital Improvement Fund	7,137.53
Fund 91932 - SKWRF ER&R	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	38,511.99

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	438,999.31
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