

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, November 6, 2017 at 3:00 p.m.

Chairperson: Susan Way
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, Assistant Finance Manager

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of October 16, 2017
2. Approval of Vouchers WSUD #26697 through #26737 in the amount of \$123,427.84
3. Approval of Vouchers SKWRF #14498 through #14535 in the amount of \$210,005.57

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 Lori Nielsen

General Manager Wilson introduced Lori Nielsen to the Board. Lori started October 19th as our Accounting Specialist

Resolution 686-17, Surplus Property Resolution

Commissioner Hart moved to approve Resolution 686-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 688-17, Approving Step Increase for Jacob Holcombe

Tabled for Executive Session

Resolution 689-17, Approve Phillips Short Plat Annexation Petition

Commissioner Hart moved to approve Resolution 689-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: SAC Committee Meetings

The Board discussed the City of Port Orchard's request for Joint Sewer Advisory Committee (SAC) meetings to be recorded.

Discussion: 2018 Water, Sewer and SKWRF Capital Improvement Projects

General Manager Wilson gave the Board an overview of proposed changes to 2018 Capital Improvement Projects. Operations Manager Winters then reviewed the specific water and sewer changes and Plant Manager Screws went through the detail of SKWRF CIP changes.

ATTORNEY'S REPORT

Attorney Bagwell was not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Storage Building CMU wall installation was completed last week
- CIP Centrifuge Replacement: staff working on mechanical and electrical in preparation for the installation, structural steel is being fabricated for installation, working with City of Port Orchard for required inspections and the City of Tillamook, Oregon has indicated interest in purchasing the old Flottweg centrifuge
- SKWRF Fire Incident: Assessing necessary clean up and restoration, sheetrock in the blower room has been removed, a clearly defined scope of work needed to complete the repairs and the cost estimate should be completed soon
- The Biofilter project was completed this week

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- We are obtaining quotes for the sewer main relining project
- The Well #16/17 Booster Pump replacement project construction is scheduled for 2018
- Prosperity Plat: we are waiting for easements for water and sewer
- ProsPine Plat: sewer main is being installed and water mains will begin soon
- Andasio Village: the contractor is installing meter setters and sewer and water testing needs to be completed
- Blueberry Road: the water main is installed and tested, the sewer main is installed and needs to be tested
- Blueberry Ridge: plans have been preliminarily reviewed
- Overlook Apartments: a pre-con meeting has been conducted – utility construction is pending approval of changes to the fire line; we have been notified there will be a City pre-con meeting for Phase 2 apartments to be located east of Phase 1
- B&B Carwash: site is cleared and work is being done on vault installation
- Reviewed several upcoming developer projects

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The anti-virus on Commissioner's laptops needs to be reconfigured in response to recent malware and ransomware
- We are currently reviewing our backup procedures, ensuring the correct files and images are being saved, looking at retention policies and available storage space
- VUEworks: met with Ben Hoffman looking for ways to improve service, and reviewing the mobile view application for field staff
- The wireless network (SCADA) project is completed for winter – 15 radios were installed and 9 remote sites were established

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Customer Service and Finance are very busy
- Payroll will provide the General Manager with employee annual leave balances as of 10/31/17
- A preliminary reconciliation of 2017 W-2 reporting information has been completed

GENERAL MANAGER'S REPORT:

General Manager Wilson reported:

- Heidi Hill returned to work November 1st
- Will be discussing investment options with Kitsap County's Treasurer
- Continuing to work on a franchise agreement with the City of Port Orchard for projects needing to be done in the right-of-way
- Updated the Board on the City of Port Orchard's Marine lift station
- We plan to schedule a Bethel Corridor community meeting after Thanksgiving
- District attorney Ken Bagwell will attend the next meeting to discuss our appeal of the Growth Management Hearing Board's decision
- The District holiday potluck event will be December 15th

COMMISSIONER REPORTS

- Commissioner Hart attended an Association meeting
- Commissioners Hart and Way attended a Section II meeting
- Commissioner Lundberg requested the November 20th meeting be rescheduled to November 27th

EXECUTIVE SESSION

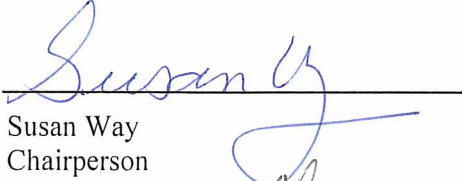
The Board of Commissioners went into Executive Session at 4:38 p.m. with General Manager Wilson and IT Manager Whitehead pursuant to RCW 42.30.110 (g) to discuss District personnel performance. The Board returned to regular session at 5:00 p.m.

Resolution 688-17, Approving Salary Step Increase for Jacob Holcombe

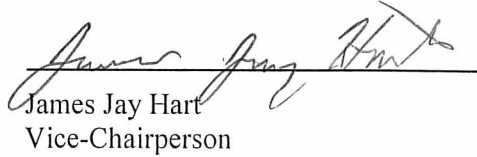
Commissioner Hart moved to approve Resolution 688-17. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ADJOURN

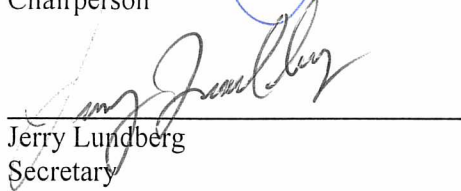
Commissioner Lundberg moved to adjourn the meeting at 5:01 p.m. The motion was seconded by Commissioner Hart; motion approved 3-0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
NOVEMBER 6, 2017 WSUD BOARD MEETING**

NOVEMBER 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:	0.00
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #26697 through #26737 issued 11/13/17 in the amount of \$123,427.84:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	44,756.68
Fund 91926 - Water Operating Fund	46,640.48
Fund 91927 - Information Technology Fund	11,763.20
Fund 91930 - Water Capital Improvement fund	136.03
Fund 91933 - Sewer Capital Improvement Fund	20,131.45
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TOTAL DISTRICT ACCOUNTS PAYABLE	123,427.84

SKWRF

SKWRF vouchers #14498 through #14535 issued 11/13/17 in the amount of \$210,005.57:

Fund 91928 - SKWRF Operating Fund	117,684.36
Fund 91931 - SKWRF Capital Improvement Fund	92,321.21
Fund 91932 - SKWRF ER&R	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	210,005.57

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	333,433.41
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