

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 7, 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

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of October 17, 2016
2. Approval of Vouchers WSUD #25735 through #25764 in the amount of \$53,420.09
3. Approval of Vouchers SKWRF #13917 through #13935 in the amount of \$16,559.16

BOARD DISCUSSION/ACTION ITEMS

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 New Employee: Jacob Holcombe

IT Manager Whitehead introduced Jacob Holcombe to the Board. Jacob started October 31<sup>st</sup> as a GIS Specialist.

Resolution 626-16, Surplus Property

Commissioner Hart moved to approve Resolution 626-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #628-16, Bid Award for Well #1 Reservoir Project and Bid Rejection for the Well #22 Pump House Project

Commissioner Way moved to approve Resolution 628-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution 629-16, Bid Award for Well #18 Rehabilitation Project

Commissioner Hart moved to approve Resolution 629-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 630-16, Acceptance of Horstman Heights Development Project, Phase II

Commissioner Way moved to approve Resolution 630-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Discussion: Property/Liability Insurance Renewal – Water & Sewer Risk Management Pool

The General Manager brought to the Board's attention that our 2017 insurance rates increased. This is primarily due to legal costs, total insured value of property and increased payroll expense.

First Reading: Resolution 631-16, WSUD and SKWRF 2017-18 Biennial Budgets

The General Manager gave the Board an overview of our 2017-18 Biennial Budgets; - discussing the importance of the Program Budget format we utilize. Operations Manager Winters and IT Manager Whitehead gave detailed presentations for their departments. Plant Manager Screws will give a detailed presentation at the November 16<sup>th</sup> SAC meeting.

ATTORNEY'S REPORT

Not in attendance.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The storage building walls should be completed this week
- The bid closing for the HVAC project closes November 30<sup>th</sup>
- Hurley Engineering has been provided notice to begin the Boiler Modifications
- Work continues on the Karcher Creek Hydraulic Permit Application
- SKWRF has received Laboratory Accreditation for 2017

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Holt Services completed the Well 14 Pump repairs and the well is back on line
- Cleaning the Fircrest tank has been completed and the tank has been found in good condition
- NW corrosion is designing a sacrificial anode system for the Salmonberry ground reservoir, it should be installed by mid-December
- Prosperity Plat, Rhomjack, and Petco projects are all on hold – primarily due to weather

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Our new GIS Specialist, Jacob Holcombe, is familiarizing himself with various systems
- Attended Spiceworks conference last week
- Working on the Exchange Server project

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The recruitment process for the SKWRF Operator Trainee position is underway, the position closes November 15<sup>th</sup>
- Representatives from PEBB were on site October 31<sup>st</sup> to answer employee benefit questions

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- A meeting with Kitsap County Commissioner Charlotte Garrido is scheduled for November 22<sup>nd</sup> to discuss UGA/Comp Plan adjustments
- Has sought legal opinions from MRSC regarding County's responsibilities for coordinating comp plan changes with special purpose districts
- Working on utility rate changes and will have a report for the Commissioners at the next meeting

COMMISSIONER REPORTS

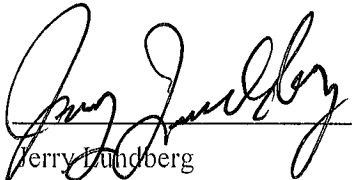
- Commissioners Lundberg, Hart and Way attended the October 19<sup>th</sup> SAC Meeting
- Commissioners Way and Hart attended the Section II meeting on October 27<sup>th</sup>

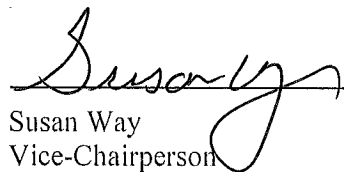
EXECUTIVE SESSION

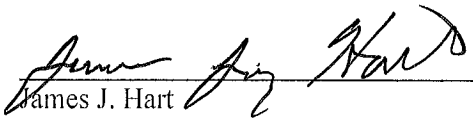
The Board of Commissioners went into Executive Session at 5:35 p.m. with General Manager Wilson to discuss employee performance and salaries. The Board returned to regular session at 5:54 p.m.

ADJOURN

Commissioner Way moved and Commissioner Hart seconded the motion to adjourn the meeting at 5:55 p.m., motion approved 3-0.

  
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Jerry Lundberg  
Chairperson

  
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Susan Way  
Vice-Chairperson

  
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James J. Hart  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
NOVEMBER 07, 2016 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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	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>0.00</b>
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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #25735 through #25764 issued 11/07/16 in the amount of \$53,420.09:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	2,192.68
Fund 91926 - Water Operating Fund	32,168.04
Fund 91927 - Information Technology Fund	7,349.87
Fund 91930 - Water Capital Improvement fund	11,709.50
Fund 91933 - Sewer Capital Improvement Fund	0.00
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<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>53,420.09</b>

**SKWRF**

SKWRF vouchers #13917 through #13935 issued 11/07/16 in the amount of \$16,559.16:

Fund 91928 - SKWRF Operating Fund	16,346.85
Fund 91931 - SKWRF Capital Improvement Fund	212.31
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<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>16,559.16</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>69,979.25</b>
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