

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, December 5, 2016 3:00 p.m.

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

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

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 November 21, 2016
2. Approval of Vouchers WSUD #25810 through #25834 in the amount of \$27,933.54
3. Approval of Vouchers SKWRF #13965 through #13982 in the amount of \$12,504.01

BOARD DISCUSSION/ACTION ITEMS

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

BOARD DISCUSSION/ACTION

Resolution 631-16, Approval of WSUD 2017-18 Biennial Budget

Commissioner Hart moved to approve Resolution 631-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Second Reading: Resolution 632-16, 2017 Salary Schedule and Benefit Allowance

Commissioner Way moved to approve Resolution 632-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Second Reading: Resolution 633-16, Water & Sewer Rates, Charges & Fees

Proposed rate changes for 2017 and 2018 were discussed.

Resolution 634-16, Revising Personnel Policies – Christmas Eve Holiday

Commissioner Hart moved to approve Resolution 634-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 635-16, Bid Award SKWRF HVAC System

Commissioner Hart moved to approve Resolution 635-16. The motion was seconded by Commissioner Way; motion approved 3-0.

ATTORNEY'S REPORT

Will report in Executive Session.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Storage Building drainage system is installed and work will begin setting the final interior grade
- The majority of boiler modifications have been completed and the balance should be finished in the next two weeks
- Work continues on the Karcher Creek Hydraulic Permit Application
- We have not received an audit report from Department of Ecology for the Laboratory's October inspection
- All staff have transitioned to a Monday through Friday work schedule
- Shane Colglazier successfully completed his OIT/Operator I certification testing

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Well 1/5 Reservoir Project: Demolition is completed, a walk through with T Bailey and Pump Tech is scheduled and we are working on plans for testing water quality when the new facilities are placed in service
- Well 18: Video shows some corrosion but no significant biofouling, the pump shaft was replaced, and work should be complete by the end of next week
- The Prosperity Plat contractor is working on the punch list
- Rhomjack's contractor is expected to repair the leak and re-test the water main this week

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- A new network rack is being installed
- Will be attending an IT conference in Seattle on Thursday
- VueWorks updates and corrections are being done
- The Exchange Upgrade continues

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The State Auditor's Office has scheduled an auditor to arrive on Wednesday, December 7th

- Interviews for the SKWRF Operator in Training position will be conducted December 6th and December 7th

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- There will be an All Staff meeting December 7th
- The State Auditor will be scheduling an entrance conference
- December 15th will be our District Christmas event
- Work continues on issues with the Department of Health

COMMISSIONER REPORTS

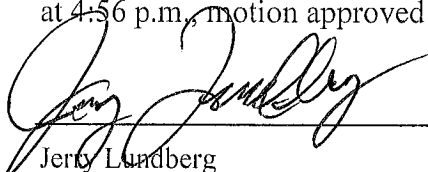
All three commissioners attended the November 16th SAC meeting
Commissioner Hart attended a Section II meeting and a WASWD meeting

EXECUTIVE SESSION

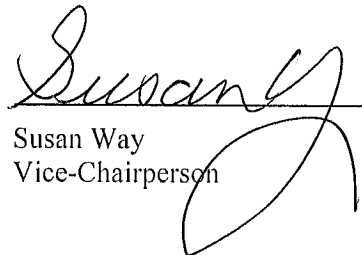
The Board of Commissioners went into Executive Session at 4:25 p.m. with General Manager Wilson and Legal Counsel Bagwell to discuss pending litigation. The Board returned to regular session at 4:55 p.m.

ADJOURN


Commissioner Way moved and Commissioner Hart seconded the motion to adjourn the meeting at 4:56 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
DECEMBER 5, 2016 WSUD BOARD MEETING**

DECEMBER PAYROLL	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
GRAND TOTAL PAYROLL ALL FUNDS:			0.00

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25810 through #25834 issued 12/05/16 in the amount of \$27,933.54:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	16,608.67
Fund 91926 - Water Operating Fund	7,954.98
Fund 91927 - Information Technology Fund	3,288.20
Fund 91930 - Water Capital Improvement fund	81.69
Fund 91933 - Sewer Capital Improvement Fund	0.00
TOTAL DISTRICT ACCOUNTS PAYABLE	27,933.54

SKWRF

SKWRF vouchers #13965 through #13982 issued 12/05/16 in the amount of \$12,504.01:

Fund 91928 - SKWRF Operating Fund	9,087.18
Fund 91931 - SKWRF Capital Improvement Fund	3,416.83
TOTAL SKWRF ACCOUNTS PAYABLE	12,504.01

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	40,437.55
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