

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, February 8, 2016 3:00 p.m.

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

Attending: Michael Wilson, General Manager
Brent Winters, Operations Manager
Michael Whitehead, IT Manager
Randy Screws, SKWRF Plant 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

A member of the community was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 19, 2016
2. Approval of Vouchers WSUD #25051 through #25077 in the amount of \$54,246.73
3. Approval of Vouchers SKWRF #13491 through #13513 in the amount of \$35,813.47
4. Approval of February 2016 Payroll in the amount of \$168,550.74

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

BOARD DISCUSSION/ACTION

2015 District Achievements Report

General Manager Wilson provided the Commissioners with the 2015 Achievements Report. Each Manager reviewed the portion for their department and pointed out the most outstanding accomplishments.

Discussion: Developer Projects Report

This report will be presented at the next Board Meeting.

Resolution #586-16, Street Lighting Conversion and Grant Applications

Commissioner Hart moved to approve Resolution 586-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #587-16, Hire Nicolas Morris as Utility Specialist Trainee

Commissioner Way moved to approve Resolution 587-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution #588-16, Jessy Mottinger Salary Step Increase

Commissioner Hart moved to approve Resolution 588-16. The motion was seconded by Commissioner Way; motion approved 3-0.

ATTORNEY'S REPORT

Absent

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Clarifier Hydraulic Modeling report has been received and information will be assembled for a presentation
- The Biosolids Study should be completed by the end of the week
- The Storage Building design for auger piles has been received and work will begin to figure the additional project cost
- The final cost of the diesel spill on November 26, 2015 is approximately \$11,000
- SKWRF has completed and submitted the five year application for permit coverage under the General Permit for Biosolids Management
- SKWRF has completed and submitted the required annual report of biosolids production and monitoring for 2015

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Villa Carmel Lift Station rehabilitation is substantially complete
- Soft starters were installed at Conifer Park Lift Station and the pumps run well on generator power
- Plans for Well #1 Reservoir & Well #22 Pump House are being reviewed
- The Karcher Old Reservoir demolition has received final inspection from the County
- West Sound Engineering is working on the road topographic survey for the Lidstrom water main replacement
- Progress at Prosperity Plat is slow due to ground water
- Most of the work on the Les Schwab project has been focused on building construction

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- A VueWorks round table was recently conducted to establish goals
- Anticipating going live with the new District website at the end of February
- A new three year contract was negotiated with the Port of Bremerton

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The County has advised us that the target date for the switch to KeyBank is March 1st

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

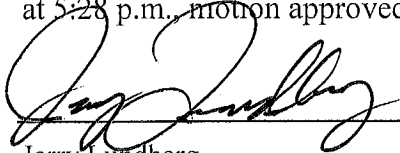
- Will be attending a public hearing at the County this evening regarding urban growth boundaries
- Met with City of Port Orchard again, continuing discussions on the Sedgwick interchange
- Will be meeting with PSE to gain a better understanding of the rate structure
- Plans to set a meeting with City of Port Orchard to discuss the SKWRF 2015 Achievement Report

COMMISSIONER REPORTS

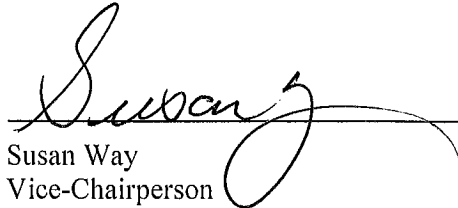
- Commissioner Hart attended a monthly WASWD meeting
- Commissioners Hart and Way attended a Section II meeting

ADJOURN

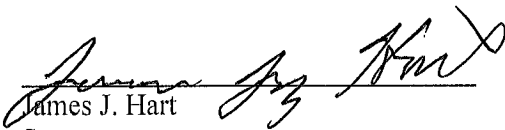
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:28 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
FEBRUARY 8, 2016 WSUD BOARD MEETING**

FEBRUARY PAYROLL	91925	SEWER OPERATIONS	54,102.98
	91926	WATER OPERATIONS	53,853.68
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	<u>53,487.43</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>168,550.74</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25051 through #25077 issued 2/08/16 in the amount of: \$54,246.73:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	2,766.31
Fund 91926 - Water Operating Fund	11,777.52
Fund 91927 - Information Technology Fund	2,784.90
Fund 91930 - Water Capital Improvement fund	36,569.32
Fund 91933 - Sewer Capital Improvement Fund	<u>348.68</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	54,246.73

SKWRF

SKWRF vouchers #13491 through #13513 issued 2/8/16 in the amount of \$35,813.47:

Fund 91928 - SKWRF Operating Fund	35,813.47
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	35,813.47

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>90,060.20</u></u>
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