

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, April 20, 2015 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  
Michael Whitehead, IT Manager  
Randy Screws, SKWRF Plant Manager  
Tracy Fantz, Asst. Finance Manager  
Ken Bagwell, District Attorney

The meeting was called to order by Commissioner Lundberg at 3:04 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Commissioner Lundberg welcomed citizens with an interest in the proposed Phillips Road ULID that were attendance. Dr. Sheila Sheinberg read aloud a letter addressed to the Commissioners.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of April 6, 2015
2. Approval of Vouchers WSUD #23875 through #23916 in the amount of \$141,736.73
3. Approval of Vouchers SKWRF #13011 through #13037 in the amount of \$41,244.78
4. Approval of April payroll in the amount of \$166,189.16

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

BOARD DISCUSSION/ACTION

New Employee Introduction – Ian Reeber

Operations Manager Winters introduced our new Utility Specialist Trainee, Ian Reeber. Ian gave a brief description of his background and was welcomed to the District by the Board.

Resolution 542-15, District Personnel Manual

No Action.

Resolution 545-15, Amend Sewer Rates, Policies and Procedures

Commissioner Hart moved to approve Resolution 545-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 546-15, Villa Carmel Lift Station Bid Award  
Resolution Tabled.

Resolution 547-15, Employee Assistance Program  
Commissioner Hart moved to approve Resolution 547-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: 2014 WSUD Annual Report  
General Manager Wilson presented the Board with a copy of the 2014 District Annual Report. He complimented Rassy, Joy and Heidi for their teamwork and commented that the report was filed well before the due date.

#### ATTORNEY'S REPORT

Attorney Bagwell reported that he and General Manager Wilson have met with Kitsap County regarding sewer availability on Beach Drive. These discussions are moving forward and the County agrees that those property owners that have already paid for the Beach Drive ULID have an unconditional right to connect to sewer at any time. Properties that were later annexed into the District are still under discussion and review by legal counsel.

#### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- SKWRF is finalizing documentation to provide to DNR for the lease agreement
- The Digester Lid Replacement project is progressing and staff members are in the final preparation stage for coatings
- HDR Engineering is working on the Clarifier Hydraulic Modeling – receipt of the report is anticipated for July 2015
- Acquiring a design for the Storage Building continues and SKWRF is working with Puget Sound Clean Air Agency on relocating the waste gas flare
- Students from Cedar Heights Junior High visited the Plant for a tour
- Jessy Mottinger tested and has successfully passed his Group II Wastewater Operator certification

#### OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- The application for a building permit for the Villa Carmel Lift Station rehabilitation project has been submitted and the crew will finish moving the water main and services this week
- NW Corrosion has submitted draft specifications for Fircrest and Powell Reservoir rehabilitations
- Whitney Equipment is preparing quotes for Orchard Bluff, Grandridge, Brada, Conifer Park and Crownwood Lift Station improvements
- A request for proposal for the Well #1 Reservoir Replacement is being prepared
- Caseco continues work on West Coast Fitness and Nathan's Glen projects
- The TV truck equipment update has been completed by CUES

### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Wave Broadband plans have been reviewed by the Plant Manager and forwarded to the General Manager for review
- Work on WSUD's website continues – adding budget and financial information and relocating the Employment link
- The installation of cameras for SKWRF and the District should be completed this week
- Four computers have been rebuilt and reassigned to maintenance staff and GIS application use
- VUEworks progress continues with both the District and SKWRF. IT Manager Whitehead extended compliments to Dale and Darren for determining VUEworks could be utilized for Safety tracking and information

### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We are continuing to recruit applicants for three Summer Help positions
- Customer Service and Finance will each have a member attending the Springbrook conference in May

### GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- He and Plant Manager Screws attended a Port Orchard City Council meeting and presented the SKWRF Budget Status report for 2014 year-end and the 2014 Achievements Report
- We are still waiting to hear on the Karcher Property acquisition from the Department of Veteran's Affairs
- General Manager Wilson attended the WASWD Conference in Yakima last week

### COMMISSIONER REPORTS

- Commissioner Hart attended the WASWD Conference and outlined various speakers and meetings he found particularly worthwhile and interesting

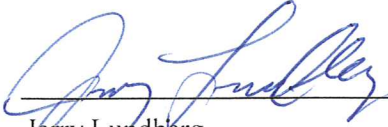
### EXECUTIVE SESSION

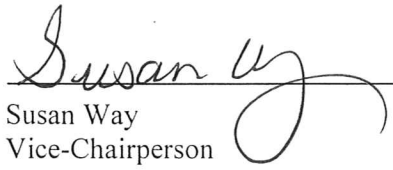
The Board of Commissioners went into Executive Session at 4:15 p.m. with General Manager Wilson for fifteen minutes to discuss General Manager performance and new employment agreement.

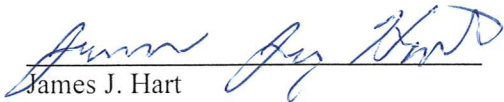
The Board returned to regular session at 4:30 p.m.

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:30 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  
APRIL 20, 2015 WSUD BOARD MEETING**

<b>APRIL PAYROLL:</b>	<b>91925</b>	<b>SEWER OPERATIONS</b>	<b>51,907.43</b>
	<b>91926</b>	<b>WATER OPERATIONS</b>	<b>52,711.16</b>
	<b>91927</b>	<b>INFORMATION TECHNOLOGY</b>	<b>6,704.08</b>
	<b>91928</b>	<b>SKWRF</b>	<b>54,866.49</b>
			<b>54,866.49</b>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>166,189.16</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23875 through #23916 issued 04/27/15 in the amount of \$141,736.73:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	85,176.80
Fund 91926 - Water Operating Fund	46,974.50
Fund 91927 - Information Technology Fund	9,539.34
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	46.09
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>141,736.73</b>

**SKWRF**

SKWRF vouchers #13011 through #13037 issued 04/27/15 in the amount of \$41,244.78:

Fund 91928 - SKWRF Operating Fund	36,529.53
Fund 91931 - SKWRF Capital Improvement Fund	4,715.25
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>41,244.78</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>182,981.51</b>
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