

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held in Office Building  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday, May 27, 2014 3:00 p.m.

---

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

---

Attending: Michael Wilson, General Manager  
Brent Winters, Operations Manager  
Michael Whitehead, IT Manager  
Randy Screws, SKWRF Plant Manager  
Tracy Fantz, Assistant Finance Manager  
Tom Gould, HDR Engineering  
Debbie Raymond, Senior Customer Service Representative  
Deena Carpenter, Customer Service Representative  
Karen Vargo, Customer Service Representative

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of May 5, 2014
2. Approval of Vouchers WSUD #23045 through #23089 in the amount of \$89,731.78
3. Approval of Vouchers SKWRF #12493 through #12511 in the amount of \$24,050.94
4. Approval of May Payroll in the amount of \$165,119.34

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

BOARD DISCUSSION/ACTION

Presentation: Tom Gould of HDR Engineering Regarding Utility Rates

Tom Gould gave a presentation on water and sewer General Facility Charges. This included an overview of the purpose of GFC fees and information on how GFC fees are calculated.

Third Reading: Resolution 484-14, Utility Rates, Charges and Procedures

General Manager Wilson and the Board discussed the proposed changes for connection charges.

Resolution 498-14, Developer Extension Agreement – Wild Creek Estates

Commissioner Way moved to approve Resolution 498-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 499-14, Public Works Contract – Whitney Equipment Company

Commissioner Way moved to approve Resolution 499-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 500-14, Appointment of Summer Help

Commissioner Way moved to approve Resolution 500-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Clayton Longacre Tort Claim

General Manager Wilson updated the Board on the status of the Tort Claim filed against the District by Clayton Longacre.

Resolution 501-14, Preliminary Settlement Agreement

Commissioner Lundberg moved to approve Resolution 501-14. The motion was seconded by Commissioner Way; motion approved 3-0.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Plant Manager Screws gave status reports on the DNR Lease for Outfall, the Digester Lid Replacement Project, the Retaining Wall and Reclaimed Water. He also advised the Board that Fire Mountain Farms will no longer accept biosolids effective June 1, 2014. Temporary biosolids disposal will be at the Olympic View Transfer Station until a long term solution is found.

OPERATION MANAGER'S REPORT

Water/Sewer Operations Manager Winters reported on the Harold Drive Water Main Project, the new fuel tank, and well site rehabilitation. New water service was installed on Beach Drive and a data logger was installed on the Beach Drive force main to collect pressure information for HDR Engineering. We have a GIS Intern working two days a week for ten weeks – Jacob Holcomb is partnering with Darren Podraza.

IT MANAGER'S REPORT

IT Manager Michael Whitehead updated the Board on the status of our Webcheck service, the HVAC project, SCADA communications, and WSUD website development.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported that three candidates have been selected for Summer Help. The 2014 Annual Census of Public Employment and Payroll has been completed and submitted.

GENERAL MANAGER'S REPORT

General Manager Wilson reported he is working on scheduling a SAC meeting for June 18<sup>th</sup> and requested an Executive Session to discuss personnel issues.

COMMISSIONER REPORTS

Commissioner Hart extended his compliments to General Manager Wilson for his work, diligence and patience working through recent issues.


EXECUTIVE SESSION

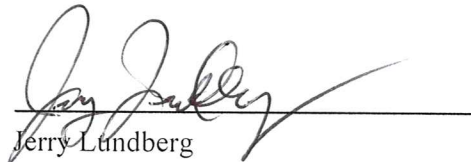
The Board of Commissioners went into Executive Session at 5:25 p.m. with General Manager Wilson to discuss personnel issues.

The Board returned to regular session at 5:35 p.m.

ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 5:35 p.m., motion approved 3-0.

  
James J Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chair

  
Susan Way  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MAY 27, 2014 WSUD BOARD MEETING**

PAYROLL MAY 2014	91925	SEWER OPERATIONS	50,088.04
	91926	WATER OPERATIONS	53,415.89
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	55,041.80
			55,041.80
		<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>	<b>165,119.34</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23045 through #23089 issued 05/27/14 in the amount of \$89,731.78:

Fund 91925 - Wastewater Operating Fund	11,603.50
Fund 91926 - Water Operating Fund	49,507.87
Fund 91927 - Information Technology Fund	3,694.11
Fund 91930 - Water Capital Improvement Fund	21,904.66
Fund 91933 - Sewer Capital Improvement Fund	3,021.64
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>89,731.78</b>

**SKWRF**

SKWRF vouchers #12493 through #12511 issued 05/27/14 in the amount of \$24,050.94:

Fund 91928 - SKWRF Operating Fund	24,050.94
Fund 91931 - SKWRF Capital Improvement Fund	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>24,050.94</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>113,782.72</b>
---	-------------------