

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, March 7, 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
Ken Bagwell, District Attorney
Karen Vargo, Customer Service Representative

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Several members of the community were in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of February 8, 2016
2. Approval of Vouchers WSUD #25078 through #25151 in the amount of \$172,648.45
3. Approval of Vouchers SKWRF #13514 through #13552 in the amount of \$33,528.86
4. Approval of March 2016 Payroll in the amount of \$168,674.31

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

BOARD DISCUSSION/ACTION

Discussion: Developer Projects Report

Karen Vargo, Brent Winters and the General Manager updated the Board on the status of various potential developer projects.

Resolution #589-16, WSUD Parking Lot Street Lighting

Commissioner Hart moved to approve Resolution 589-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #590-16, Summit Law Group – Letter of Engagement

Tabled for Executive Session.

Resolution #591-16, Cross-Connection Program

Commissioner Hart moved to approve Resolution 591-16. The motion was seconded by Commissioner Way; motion approved 3-0.

2015 Year-end Budget Status Report

General Manager Wilson presented the 2015 Year End Budget Status Report with an overview of the financial activities of WSUD/SKWRF through the end of fiscal year 2015. Our financial health is strong with sufficient cash flow to meet the expenditure requirements of all funds.

ATTORNEY'S REPORT

Will report in Executive Session.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Clarifier Hydraulic Modeling – no change in status
- Biosolids Study – work continues with HDR
- Storage Building – working on preparation of bid documents
- SKWRF is currently working on converting lighting to LED
- Working with Dept. of Fish and Wildlife on Karcher Creek sedimentation issues
- Applications for the open Maintenance Technician position are being reviewed

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Villa Carmel Lift Station Rehabilitation – project complete
- Conifer Park Lift Station Rehabilitation – waiting for L&I inspection
- Well #1 Reservoir and Well #22 Pump House Construction – reviewing draft proposal
- Fircrest Standpipe and Powell Reservoir Painting – contract complete, now negotiating with Sprint to limit disruption while working safely
- Lidstrom Water Main Replacement – topographic survey complete, working on design
- Annual Water Main Flushing – lower gradient complete, working on the upper gradient
- Prosperity Plat – contractor is working on water main installation
- Les Schwab – contractor testing sewer and water extensions

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Server migration work continues
- Web developer finishing final updates to new website – plan to go live by month end
- New administration computers are purchased and will be installed as time permits
- New wireless access points are scheduled to be installed at SKWRF this week
- Pushed new anti-virus license out this week – laptops will need the licenses
- Michael will be giving the Port of Bremerton Commissioners a report on the Marina Wi-Fi Project and the Network Fiber Project

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We are still working on Kitsap County's transition from Bank of America to Key Bank
- A presentation from DRS/Deferred Comp is scheduled for March 31st
- Interviews for the SKWRF Maintenance Technician position will be scheduled following application review
- Customer Service reports that they have received very few questions or comments regarding the rate changes that became effective March 1st

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Rassy and Joy anticipate completing the annual reports for District /SKWRF by April 1st
- Randy Screws and the General Manager will attend a City of Port Orchard Council meeting on March 8th; we are hoping four Quit Claim Deeds will be signed and the title issue for SKWRF resolved
- Work continues on having the SKWRF P WTF Loan documents amended to include the District as a responsible party as well as the City
- We are trying to schedule a meeting with the City and Kitsap County Commissioner Charlotte Garrido to discuss the proposed UGA modifications
- A letter will be prepared and sent to the neighbors of the recently completed Villa Carmel Lift Station thanking them on behalf of the Commissioners for their patience and collaboration on this project

COMMISSIONER REPORTS

- Commissioners Way and Hart attended a SAC meeting on February 24th
- Commissioner Hart attended a WASWD meeting

EXECUTIVE SESSION

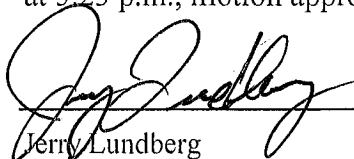
The Board of Commissioners went into Executive Session at 5:12 p.m. with General Manager Wilson and Legal Counsel Bagwell to discuss pending litigation. The Board returned to regular session at 5:22 p.m.

Resolution #590-16, Summit Law Group – Letter of Engagement

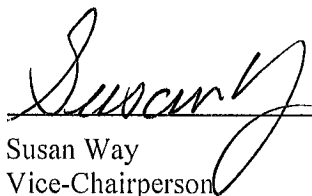
Commissioner Hart moved to approve Resolution 590-16. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

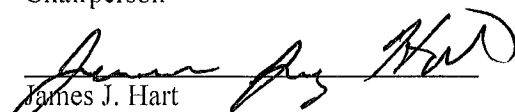
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:23 p.m., motion approved 3-0.



 Jerry Lundberg
 Chairperson



 Susan Way
 Vice-Chairperson



 James J. Hart
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MARCH 7, 2016 WSUD BOARD MEETING**

MARCH PAYROLL	91925	SEWER OPERATIONS	55,007.51
	91926	WATER OPERATIONS	54,543.45
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	52,016.70
	GRAND TOTAL PAYROLL ALL FUNDS:		168,674.31

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25078 through #25124 issued 2/22/16 in the amount of: \$89,441.65; and vouchers #25125 through #25151 issued 3/7/16 in the amount of \$83,206.90:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	14,178.72
Fund 91926 - Water Operating Fund	55,096.45
Fund 91927 - Information Technology Fund	14,198.79
Fund 91930 - Water Capital Improvement fund	18,985.58
Fund 91933 - Sewer Capital Improvement Fund	70,188.91
TOTAL DISTRICT ACCOUNTS PAYABLE	172,648.45

SKWRF

SKWRF vouchers #13514 through #13532 issued 2/22/16 in the amount of \$17,825.14; and vouchers #13533 through #13552 issued 3/7/16 in the amount of \$15,703.72:

Fund 91928 - SKWRF Operating Fund	33,528.86
Fund 91931 - SKWRF Capital Improvement Fund	0.00
TOTAL SKWRF ACCOUNTS PAYABLE	33,528.86

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	206,177.31
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