

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 January 5, 2015 3:00 p.m.

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

Attending: Michael Wilson, General Manager
John Tapia, Utility Crew Leader
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 Hart at 3:00 p.m.

APPOINTMENT OF OFFICERS

The commissioners discussed the appointment of officers and agreed they would each keep their current position. Commissioner Way moved to accept the appointment of officers, Commissioner Lundberg seconded and the motion passed unanimously.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Several citizens interested in the proposed Phillips Road ULID were in attendance. Commissioner Hart welcomed them all to remain in attendance but advised them that the Phillips Road ULID was not on the agenda and was not a subject for comment at today's meeting.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of December 8, 2014
2. Approval of Vouchers WSUD #23578 through #23668 in the amount of \$329,239.41
3. Approval of Vouchers SKWRF #12822 through #12870 in the amount of \$245,000.52

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 528-14, Water/Sewer Utility Rates and Procedures

General Manager Wilson reviewed proposed rate changes and gave detailed explanations of each category. If approved, the rate changes will be effective March 1, 2015.

Resolution 531-15, Leachate Agreement/Waste Management

Commissioner Lundberg moved to approve Resolution 531-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 532-15, New Job Descriptions

Commissioner Way moved to approve Resolution 532-15. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 533-15, Salary Adjustments District Employees

Tabled for Executive Session.

Resolution 534-15, Appointment of Christina Cameron, Internship Program

Commissioner Way moved to approve Resolution 534-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Risk Management Pool – Insurance Deductible

General Manager Wilson updated the Commissioners on the opportunity to change our deductible to \$25,000.00 rather than \$10,000.00. They discussed the advantages and cost savings versus the risk and the Commissioners unanimously approved making the change. The District should expect a substantial refund for the 2015 insurance already paid for.

ATTORNEY'S REPORT

Attorney Bagwell requested a five minute Executive Session to discuss possible litigation.

PLANT OPERATIONS REPORT

Plant Manager Screws reported on several projects:

- DNR Lease for Outfall – should have a new lease in place by the end of the first quarter
- Digester dome demolition is complete and submittals for replacement domes are being reviewed
- The Retaining Wall is complete
- The Upper Driveway paving is complete

UTILITY CREW LEADER'S REPORT

Utility Crew Leader Tapia reported:

- Status of Lift Station Rehabilitation for Villa Carmel, Sinclair and Aiden
- Silverview Phase 2 – water and sewer systems need testing, pending weather conditions
- Powell Reservoir scheduled for cleaning this week
- Dustin Anderson has accepted another position and terminated with WSUD on 12/31/14

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The Anti-Virus Console moved to a different server
- Updated backup agents and reviewed backup retention for data
- Meeting with Wave Broadband and NCA to review design concepts for WAN fiber connections that will combine the phone/internet/PTP
- The VueWorks projects continue – focusing on Finance and SKWRF

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported :

- State Auditor's Exit Conference for the 2012-2013 audit is scheduled for January 9th
- The Springbrook conversion to the BAR's general ledger account structure will be January 20th
- Things are going well in Finance and Customer Service and it is very busy

GENERAL MANAGER'S REPORT

General Manager Wilson:

- Reviewed the schedule of upcoming meetings
- Advised the Board he will be doing several employee evaluations this month, as well as continuing to update job descriptions
- Continues to work with the Department of Veteran's Affairs to complete the transfer of Karcher Creek Tracts A & B; currently waiting for the Department of Enterprise Services to approve the transfer
- The SAO 2012-2013 audit is finishing up and it has gone smoothly

COMMISSIONER REPORTS

None

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:20 p.m. with General Manager Wilson and Legal Counsel Bagwell for fifteen minutes to discuss potential litigation and employee performance evaluations.

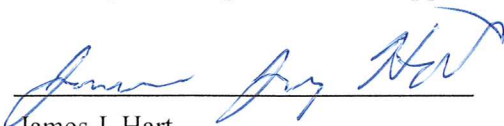
The Board returned to regular session at 4:35 p.m.

Resolution 533-15, Salary Adjustments District Employees

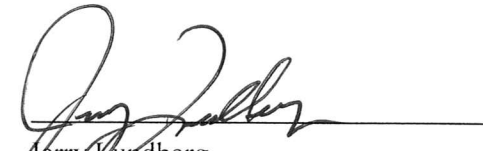
Commissioner Lundberg moved to approve Resolution 533-15. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

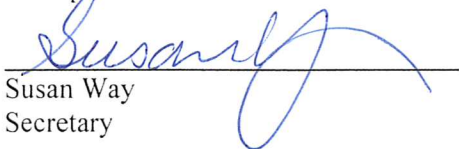
Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 4:50 p.m., motion approved 3-0.



James J. Hart
Chairperson



Jerry Lundberg
Vice-Chair



Susan Way
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JANUARY 05, 2015 WSUD BOARD MEETING**

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

District vouchers #23578 through #23645 issued 12/29/14 in the amount of \$269,562.62; and #23646 through #23668 issued 1/12/15 in the amount of \$59,676.79:

Fund 91925 - Wastewater Operating Fund	94,408.34
Fund 91926 - Water Operating Fund	116,132.58
Fund 91927 - Information Technology Fund	22,203.12
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	96,495.37

TOTAL DISTRICT ACCOUNTS PAYABLE **329,239.41**

SKWRF

SKWRF vouchers #12822 through #12852 issued 12/29/14 in the amount of \$235,252.90; and #12853 through #12870 issued 1/12/15 in the amount of \$9,747.62:

Fund 91928 - SKWRF Operating Fund	129,530.56
Fund 91931 - SKWRF Capital Improvement Fund	115,469.96
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TOTAL SKWRF ACCOUNTS PAYABLE **245,000.52**

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS **574,239.93**
