

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, January 19, 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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Members of the community were in attendance. Customer Marv Dreessen and his contractor discussed with the Board of Commissioners their complaint regarding District/State regulations for installing a below-ground cross connection device. They had recently installed such a device which the District staff determined was in violation of District and State policy. Commissioner Hart moved and Commissioner Way seconded a motion to authorize the District staff to move the below-ground cross connection device and install it above ground. Motion approved 2-1, Commissioner Lundberg opposed.

OATH OF OFFICE

Commissioner Way was sworn in by Commissioner Lundberg. The commissioners discussed the appointment of officers and agreed they would each keep their current position. Commissioner Hart moved to accept the appointment of officers. The motion was seconded by Commissioner Way; motion approved 3-0.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of December 14, 2015
2. Approval of Vouchers WSUD #24931 through #25050 in the amount of \$701,616.26
3. Approval of Vouchers SKWRF #13424 through #13490 in the amount of \$182,804.98
4. Approval of January 2016 Payroll in the amount of \$176,847.90

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

BOARD DISCUSSION/ACTION

Resolution #582-16, District Employees' Step Increases
Tabled for Executive Session

Resolution #583-16, Surplus Property and Equipment
Commissioner Hart moved to approve Resolution 583-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #584-16, SKWRF Property Conveyance
Commissioner Hart moved to approve Resolution 584-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 585-16, Amending Water/Sewer Rates, Policies and Procedure
Commissioner Hart moved to approve Resolution 585-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: District Employee Sick Leave Report

General Manager Wilson updated the Board on employee sick leave usage for 2015. Employees are doing a good job staying healthy and safe at work.

ATTORNEY'S REPORT

No report.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Work on the primary clarifiers has been completed
- The final report on clarifier hydraulic modeling has been received and a presentation will be assembled
- Work has begun on the biosolids study, SKWRF is providing information to HDR
- Design for the storage building is still a work in progress
- Diesel spill: samples went out for analysis last week, results should be available this week
- There was a biosolids spill on January 14th. It was a minor incident and cleanup was accomplished in less than two hours; Dept. of Ecology was onsite today for an investigation.

UTILITY FOREMAN'S REPORT

Operations Manager Winters reported:

- The new Villa Carmel lift station is in service
- The 2015 Lift Station Improvement Project is nearly complete, L&I has signed off on the electrical work and the contractor is working on the punch list
- Engineers plan to submit project proposals for Well #1 Reservoir and Well #22 Pump House Construction before the end of this month

- Demolition of the Karcher Old Reservoir is complete, a final inspection will be requested this week
- The contractor for Prosperity Plat has started installing sewer main at Lidstrom; - it doesn't appear an engineer has been contracted by the developer to address the capacity issue at Sinclair yet
- The Les Schwab project is going well

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Six new computers have been ordered for Administration, replacing computers purchased in 2011
- Server upgrades at SKWRF and the District added capacity
- We are upgrading the current Broadband link and starting a project to replace sewer cellular communications
- Worked with SKWRF setting up secure communications between the Op10 program lab network and the Wonderware software on the SCADA Network
- Continuing projects with the Port of Bremerton

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We had 5 employees that qualified for the 16 hour annual leave wellness bonus and 7 employees that had 50% of the value of sick leave in excess for 1040 hours credited to their VEBA accounts
- W-2's are reconciled and we are waiting for the forms to be produced by Kitsap County
- ACA reporting is completed
- Kitsap County is moving forward with the transition to KeyBank, we are working with our vendors to ensure a smooth conversion on our part
- Drug Free Business, in compliance with FMSCA testing requirements, has lowered the testing rate to 25%
- We had a great response to our posting for Utility Specialist Trainee. We have 69 completed application packets; screening is underway and we will be scheduling interviews

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Staff is working on the 2015 Achievements Report
- Updated the Commissioners on the status of current development projects
- Is in the process of completing several employee evaluations
- Met with City of Port Orchard staff to continue discussing the Sedgwick interchange and who will best be able to serve customers for water and sewer
- January 29th will be the annual 'purge' and clean-up day
- Met with Dave Trageser of D.A. Davidson Co. to discuss the possibility of re-funding two revenue bonds
- Communication with Kitsap County Parks regarding the location of our new reservoir

COMMISSIONER REPORTS

None

EXECUTIVE SESSION

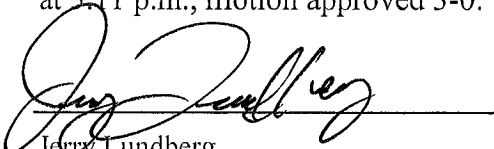
The Board of Commissioners went into Executive Session at 4:40 p.m. with General Manager Wilson, Operations Manager Winters, Plant Manager Screws and District Attorney Bagwell to discuss employee performance evaluation and potential litigation. The Board returned to regular session at 5:10 p.m.

Resolution 582-16, District Employees' Step Increases

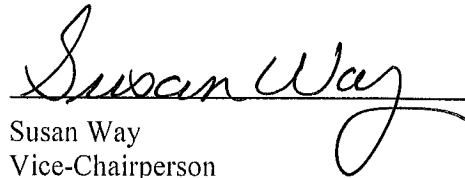
Commissioner Hart moved to approve Resolution 582-16. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

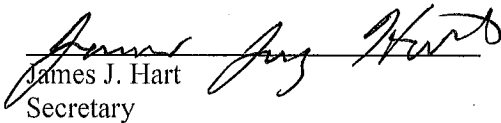
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:11 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JANUARY 19, 2016 WSUD BOARD MEETING**

JANUARY PAYROLL	91925	SEWER OPERATIONS	58,092.82
	91926	WATER OPERATIONS	57,995.71
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	<u>53,652.72</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>176,847.90</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #24931 through #24980 issued 12/28/15 in the amount of \$435,118.08; and District vouchers #24981 through #25001 issued 12/29/15 in the amount of \$50,790.29; and District vouchers #25002 through #25019 issued 1/19/16 in the amount of \$54,660.34; and District vouchers #25020 through #25050 issued 1/25/16 in the amount of \$161,047.55:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	89,336.12
Fund 91926 - Water Operating Fund	133,935.95
Fund 91927 - Information Technology Fund	27,313.85
Fund 91930 - Water Capital Improvement fund	15,138.22
Fund 91933 - Sewer Capital Improvement Fund	<u>435,892.12</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	701,616.26

SKWRF

SKWRF vouchers #13424 through #13450 issued 12/28/15 in the amount of \$104,617.35; and SKWRF vouchers #13451 through #13465 issued 12/31/15 in the amount of \$18,381.34; and SKWRF vouchers #13466 through #13490 issued 1/25/16 in the amount of \$59,806.29:

Fund 91928 - SKWRF Operating Fund	182,804.98
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	182,804.98

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>884,421.24</u></u>
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