

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 20, 2015 3:00 p.m.

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

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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 Hart at 3:00 p.m.

APPOINTMENT OF OFFICERS

Commissioner Way moved and Commissioner Lundberg seconded the motion to bring the issue of appointment of officers back on the table for reconsideration. The Board discussed using a two-year term cycle for holding Board offices. Commissioner Way moved and Commissioner Lundberg seconded the motion to appoint Commissioner Lundberg as Board Chair, Commissioner Way as Board Vice-Chair and Commissioner Hart as Board Secretary; motion approved 3-0.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of January 5, 2015
2. Approval of Vouchers WSUD #23669 through #23711 in the amount of \$78,925.93
3. Approval of Vouchers SKWRF #12871 through #12888 in the amount of \$61,487.42
4. Approval of January Payroll in the amount of \$172,803.61

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

BOARD DISCUSSION/ACTION

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

Commissioner Way moved to approve Resolution 528-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

First Reading: Resolution 535-15, New Job Descriptions

General Manager Wilson provided each Commissioner with a book containing updated employee job descriptions for their review.

Resolution 536-15, Revise Sick Leave Policy

Commissioner Way moved to approve Resolution 536-15. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Sick Leave Usage Report

General Manager Wilson advised the Board that employee use of sick leave has decreased dramatically over the last several years. He thanked the Board for their leadership with implementing new sick leave policies and the District employee's commitment and accomplishment in effectively managing their sick leave benefits.

Discussion: Beach Drive Sewer Service Area

General Manager Wilson updated the Board on the progress being made in the District receiving approval to utilize fifty-seven additional connections to the Beach Drive Line. The proposed Interlocal Agreement has been revised eliminating Kitsap County from the approval process and narrowing it to the District and the Kitsap Public Health District. The Health District's legal counsel is currently reviewing the Agreement document.

ATTORNEY'S REPORT

None

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Anticipates having the new DNR Lease for Outfall by the end of the first quarter 2015
- The Digester Lid Replacement project is underway with minor design modifications and submittals for replacement domes have been reviewed
- Waiting for a Professional Services agreement from HDR Engineering for the Clarifier Hydraulic Modeling project

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- Plans are being reviewed for the Villa Carmel Lift Station Replacement
- Sewer and water systems for Silverview Phase 2 still need to be tested
- Water main flushing in the lower gradient has begun
- Randy Bowers and Erik Roloff completed NASSCO Pipe Evaluation Training
- Brian Smalley passed the Water Distribution Manager 3 Examination

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Our spam and antivirus filter has been moved to Barracuda, this will result in significant savings

- Three laptops have been purchased for the Commissioner's use – specifically for District e-mail
- WSUD's website has had Commissioner contact information added
- Vueworks continues to expand and the treatment plant will continue their build-out

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The BAR's general ledger conversion is complete and staff can resume using Springbrook
- 2014 W-2's should be distributed within a few days

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Work on the Administrative Manual will continue – this is a central resource for procedures and administrative policies
- The District will have the annual purge day on February 6<sup>th</sup> – this is a day for cleaning, purging records, and inventory
- Expects to bring the status of the proposed Phillips Road ULID to the Board in February
- Hartstene Point continues making efforts to assume their own clerical functions

COMMISSIONER REPORTS

- Commissioner Lundberg commented that he has received letters from members of the public that have concerns regarding the proposed Phillips Road ULID and he appreciates the letters and the comments
- Commissioner Hart reported that he traveled to Olympia to testify opposing SB 5055

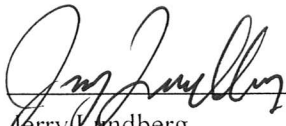
EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:10 p.m. with General Manager Wilson to discuss the General Manager's performance evaluation.

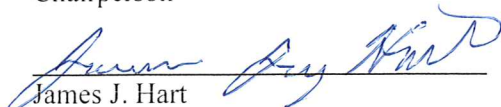
The Board returned to regular session at 4:30 p.m.

ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 4:30p.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  
JANUARY 20, 2015 WSUD BOARD MEETING**

|                  |                                       |                        |                          |
|------------------|---------------------------------------|------------------------|--------------------------|
| JANUARY PAYROLL: | 91925                                 | SEWER OPERATIONS       | 55,694.84                |
|                  | 91926                                 | WATER OPERATIONS       | 55,507.66                |
|                  | 91927                                 | INFORMATION TECHNOLOGY | 7,748.59                 |
|                  | 91928                                 | SKWRF                  | <u>53,852.52</u>         |
|                  | <b>GRAND TOTAL PAYROLL ALL FUNDS:</b> |                        | <u><u>172,803.61</u></u> |

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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23669 through #23711 issued 01/26/15 in the amount of \$78,925.93:

|   |           |
|---|-----------|
| Fund 91925 - Wastewater Operating Fund      | 20,295.58 |
| Fund 91926 - Water Operating Fund           | 36,018.87 |
| Fund 91927 - Information Technology Fund    | 1,430.41  |
| Fund 91930 - Water Capital Improvement fund | 0.00      |
| Fund 91933 - Sewer Capital Improvement Fund | 21,181.07 |

**TOTAL DISTRICT ACCOUNTS PAYABLE** **78,925.93**

**SKWRF**

SKWRF vouchers #12871 through #12888 issued 01/26/15 in the amount of \$61,487.42:

|   |           |
|---|-----------|
| Fund 91928 - SKWRF Operating Fund           | 61,487.42 |
| Fund 91931 - SKWRF Capital Improvement Fund |           |

**TOTAL SKWRF ACCOUNTS PAYABLE** **61,487.42**

**GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS** **140,413.35**