

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, February 17, 2015 3:00 p.m.

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

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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 Lundberg at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Several citizens with an interest in the proposed Phillips Road ULID were in attendance. Commissioner Lundberg welcomed them and advised them that no formal petition has been presented to the Board at this time.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of January 20, 2015
2. Approval of Vouchers WSUD #23713 through #23774 in the amount of \$155,471.19
3. Approval of Vouchers SKWRF #12889 through #12932 in the amount of \$283,979.49
4. Approval of February Payroll in the amount of \$164,373.60

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 535-15, New Job Descriptions

Commissioner Way moved to approve Resolution 535-15. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution 537-15, Salary Adjustment for Jessy Mottinger

Tabled for Executive Session

Resolution 538-15, Water/Sewer Utility Rates and Procedures

Commissioner Hart moved to approve Resolution 538-15. The motion was seconded by Commissioner Way; motion approved 3-0.

#### Water/Sewer Risk Management Pool – Policy Changes

General Manager Wilson advised the Board that the WSRMP has adopted two new policies. The first concerns employment practices and legal counsel and the second regards the addition of assets mid-policy year.

#### Phillips Road ULID Project Status

General Manager Wilson updated the Board on the status of the proposed Phillips Road ULID. He provided a revised boundary map and explained that he has been working with individual property owners to ensure that those not wanting water/sewer service are removed from the area to be served if possible. Consequently, as properties are removed, the scope of the project has been accordingly scaled back. The General Manager plans to continue working on the boundary and meeting with concerned property owners and will report to the Board again in March. Additionally Lake Emelia residents have expressed an interest in becoming part of the ULID. There are 19 residents served by the Lake Emelia Class A water system. We expect to be meeting with the majority of Lake Emelia property owners in the next few weeks to discuss their options.

#### Grant Application – Department of Health

The Washington State Department of Health has a grant program which provides \$30,000.00 in grant funding for Class A water systems that consolidate to a municipal water system. On behalf of the Lake Emelia residents the District has applied for a grant. If this grant is awarded each Lake Emelia property owner's assessment could be significantly reduced.

#### ATTORNEY'S REPORT

Attorney Bagwell reported that the attorney for the Health District has been on vacation. He hopes to have information for the Board regarding an agreement allowing the District to provide additional sewer service on Beach Drive at the next meeting.

#### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Work continues on the DNR Lease for Outfall, we are anticipating a new lease by the end of the first quarter.
- The Digester Lid Replacement: Staff continues work on preparation for installation of the new domes and are in the final preparation stage for coatings in the room.
- We are waiting for a professional services agreement for the Clarifier Hydraulic Modeling. SKWRF has reviewed a draft and anticipate the final agreement to be available this week.
- Accumulated vendor purchase points have been redeemed for items SKWRF donated to local junior high schools.

#### OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- HDR Engineering is completing changes to the Villa Carmel Lift Station Rehabilitation project.
- The contractor needs to complete testing of the water and sewer systems at Silverview Phase 2.
- Nathan's Glen bid documents are complete and are being reviewed for approval to let out for bid.
- Water main flushing continues.
- The 2001 VacCon truck had a bearing failure. This truck is our backup and we are getting an estimate for repairs.

#### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- We have received the Verizon/Cradlepoint Cellular routers and antennas to install in the Ques van and the flush truck.
- Wireless Access Point: Upgraded the unit in the maintenance bay to new AC; installed new AC unit in Admin; and added a unit for connections in the meeting room.
- Workstation Replacement: replaced crew laptop for field work; replaced three units at the District office; and replaced two units at SKWRF.
- Wave Broadband Fiber Agreements will replace currently used modems and will integrate with the new phone system.

#### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The Springbrook Chart of Accounts conversion is complete and Admin is working through new processes and procedures.
- The State Auditor's Office had two recommendations for Finance and they have been implemented in our work flow.
- Everything is going well and Customer Service is working around scheduled employee annual leave.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- There is a SAC meeting Wednesday, February 18, 2015.
- He will be meeting with the Port of Bremerton Director to discuss IT services provided.
- Work is continuing with the Department of Veteran Affairs to complete the transfer of Karcher Creek Lots A and B.
- The Villa Carmel Lift Station Rehabilitation project will be going out for bid soon. The new lift station will be a neighborhood enhancement.
- The End of Year Budget Status Report will be provided at the next Board Meeting.
- He will be scheduling a meeting with the City of Port Orchard to review the End of Year Budget Status Reports and the 2014 Achievements Report.

COMMISSIONER REPORTS

Commissioners Hart and Way attended Section II and WASWD meetings. The Association gave updates on recent legislation and Department of Health Grant money available for small water purveyors.

Commissioner Lundberg thanked the citizens in attendance and encouraged them to contact the General Manager to set up meetings to discuss their concerns.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:08 p.m. with General Manager Wilson for ten minutes to discuss employee performance.

The Board returned to regular session at 4:18 p.m.

Resolution 537-15, Salary Adjustment for Jessy Mottinger

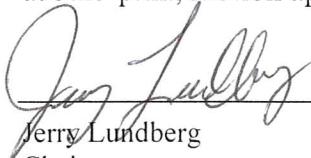
Commissioner Way moved to approve Resolution 537-15. The motion was seconded by Commissioner Hart; motion approved 3-0.

2014 Achievements Report

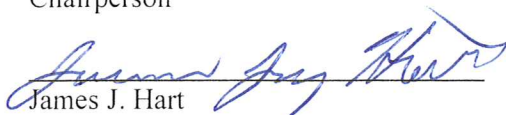
The General Manager provided the Commissioners with the 2014 Achievements Report. Each manager reviewed the portions for their department and pointed out the most outstanding accomplishments.

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:25 p.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  
FEBRUARY 17, 2015 WSUD BOARD MEETING**

FEBRUARY PAYROLL:	91925	SEWER OPERATIONS	52,260.80
	91926	WATER OPERATIONS	53,024.68
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	52,384.04
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>164,373.60</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23713 through #23737 (#23712 not used) issued 02/09/15 in the amount of \$89,102.99; and vouchers #23738 through #23774 issued 2/23/15 in the amount of \$66,368.20:

Fund 91925 - Wastewater Operating Fund	15,128.03
Fund 91926 - Water Operating Fund	77,528.53
Fund 91927 - Information Technology Fund	19,170.09
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	43,644.54
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>155,471.19</b>

**SKWRF**

SKWRF vouchers #12889 through #12906 issued 02/09/15 in the amount of \$77,059.30; and vouchers #12907 through #12932 issued 2/23/15 in the amount of \$206,920.19:

Fund 91928 - SKWRF Operating Fund	58,883.79
Fund 91931 - SKWRF Capital Improvement Fund	225,095.70
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>283,979.49</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>439,450.68</b>
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