

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 16, 2015 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

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. Commissioner Lundberg suggested that additional questions and correspondence be directed to the General Manager.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of February 17, 2015
2. Approval of Vouchers WSUD #23775 through #23835 in the amount of \$110,091.58 and void voucher #23723 in the amount of \$28,000.00
3. Approval of Vouchers SKWRF #12933 through #12986 in the amount of \$84,617.97
4. Approval of March Payroll in the amount of \$163,624.63

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 539-15, Professional Services Agreement with HDR Engineering, Inc.

Commissioner Hart moved to approve Resolution 539-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 540-15, Nathan's Glen Water/Sewer Construction Bid Award

Commissioner Hart moved to approve Resolution 540-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 541-15, Amending 2015-16 Sewer Capital Improvement Budget

Commissioner Hart moved to approve Resolution 541-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: Beach Drive Service Area (Kitsap County Health District

General Manager Wilson is still working with the Health District trying to get an agreement in place that will allow WSUD to utilize the Beach Drive connections we have available as property owners approach the District for sewer service.

Discussion: 2014 End-of-Year Budget Status Report

General Manager Wilson presented the 2014 Year End Budget Status Report that provided an overview of the financial activities of WSUD and SKWRF through the end of fiscal year 2014. Our financial health is in strong and we have more than sufficient cash flow to meet the expenditure requirements of all funds.

ATTORNEY'S REPORT

None

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- DNR has indicated that a draft lease will be sent out by mid-April
- The Digester Lid Replacement project is proceeding on schedule
- Clarifier Hydraulic Modeling has a tentative March 23rd date to begin the analysis
- A manufacturer's representative was onsite last week to assist in optimizing chemical use for solids handling

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- The Villa Carmel Lift Station bid packets should be sent out this week
- We plan to put the Fircrest and Powell Reservoir rehabilitation projects out to bid in mid-April
- Orchard Bluff, Grandridge, Brada, Conifer Park, and Crownwood lift stations will all be scheduled for improvements with construction taking place throughout the summer
- Water main flushing continues in the area of Lidstrom and Sarann
- We are testing new LED lighting bulbs; - with a 25 year warranty on bulbs they could provide a substantial cost savings.
- Interviews were conducted for the Utility Specialist Trainee position and a recommendation given to the General Manager

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- He still needs to install two new Admin computers
- We have recovered from an upgrade switch failure that occurred March 9th

- Wave Broadband is scheduled to have an engineer walk through the District and SKWRF
- The next Vue Works meeting is scheduled for March 20th
- Discussions with Ferguson regarding wireless meter reading will be taking place

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Customer Service has implemented the rate changes effective March 1st
- Joy and Rassy are working on the District and SKWRF annual reports
- Heidi is working on editing job descriptions and the new Administrative Code book
- AFM Fantz is assisting in the update of our personnel manual

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

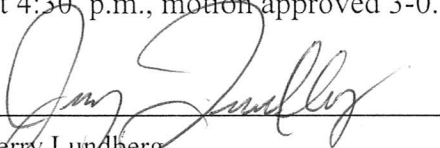
- He is re-writing our personnel policies – which will be embedded in our Administrative Code Book
- Continuing to work with the Department of Veteran Affairs to complete the transfer of Karcher Creek Lots A and B.
- Will be meeting with the City to review the SKWRF 2014 Year End Budget Status Report and Achievement Report.

COMMISSIONER REPORTS

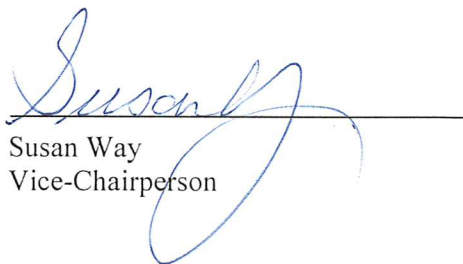
Commissioners Way and Hart attended a Section 2 meeting

ADJOURN

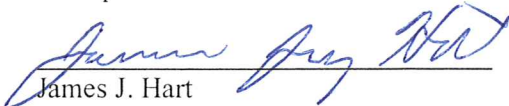
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:30 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MARCH 16, 2015 WSUD BOARD MEETING**

MARCH PAYROLL:	91925	SEWER OPERATIONS	51,900.26
	91926	WATER OPERATIONS	52,730.14
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	52,290.15
	GRAND TOTAL PAYROLL ALL FUNDS:		163,624.63

ACCOUNTS PAYABLE: DISTRICT

District vouchers #23775 through #23800 issued 03/09/15 in the amount of \$49,607.07; and vouchers #23801 through #23835 issued 3/23/15 in the amount of \$60,484.51; and void voucher #23723 issued 2/9/15 in the amount of \$28,000.00:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	78.29
Fund 91925 - Wastewater Operating Fund	17,702.06
Fund 91926 - Water Operating Fund	43,713.58
Fund 91927 - Information Technology Fund	15,681.80
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	4,915.85

TOTAL DISTRICT ACCOUNTS PAYABLE 82,091.58

SKWRF

SKWRF vouchers #12933 through #12957 issued 03/09/15 in the amount of \$28,988.32; and vouchers #12958 through #12985 issued 3/23/15 in the amount of \$53,439.95; and voucher #12986 issued 3/16/15 in the amount of \$2,189.70:

Fund 91928 - SKWRF Operating Fund	79,739.56
Fund 91931 - SKWRF Capital Improvement Fund	4,878.41

TOTAL SKWRF ACCOUNTS PAYABLE 84,617.97

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 166,709.55