

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, April 4, 2016 3:00 p.m.

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

Attending: Michael Wilson, General Manager
Brent Winters, Operations 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.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of March 7, 2016
2. Approval of Vouchers WSUD #25152 through #25237 in the amount of \$114,778.95
3. Approval of Vouchers SKWRF #13553 through #13599 in the amount of \$69,526.88

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

BOARD DISCUSSION/ACTION

Introduction: New Employee Nicolas Morris

Operations Manager Winters introduced Nicolas Morris to the Board. Nicolas started March 1st as a Utility Specialist Trainee.

Resolution 592-16, Hiring Shane Colglazier, SKWRF Maintenance Technician

Commissioner Hart moved to approve Resolution 592-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #593-16, Step Increase for Ian Reeber

Tabled for Executive Session

Resolution #594-16, Updating Water/Sewer Utility Rates and Procedures

Commissioner Hart moved to approve Resolution 594-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: Well #1 Reservoir Project

Operations Manager Winters updated the Board on the direction for planning the well reservoir project.

Resolution #595-16, Addendum to BHC Engineering Services Agreement

Commissioner Hart moved to approve Resolution 595-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #596-16, Bid Award 2016 Nissan NV 1500 Van

Commissioner Hart moved to approve Resolution 596-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #597-16, Acceptance of Villa Carmel Sewer Lift Station

Commissioner Hart moved to approve Resolution 597-16. The motion was seconded by Commissioner Way; motion approved 3-0.

ATTORNEY'S REPORT

Attorney Bagwell will report in Executive Session

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Clarifier Hydraulic Modeling – no change in status
- Biosolids Study – no change in status
- Storage Building – Request for Proposal has been solicited
- Deck Coatings – Request for Proposal has been solicited
- Lighting Project – in the process of procuring fixtures and bulbs
- Karcher Creek – working with Department of Fish & Wildlife on sedimentation issues

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- West Sound Engineering has completed the topographic survey for the Lidstrom Road Water Main Replacement; we are working on the design
- Updated the Board on the Fircrest Standpipe and Powell Reservoir Painting Projects
- Status update on Prosperity Plat
- Les Schwab is anticipating opening in May
- Presented the Board with a GIS pipe map

IT MANAGER'S REPORT

Not in attendance

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Kitsap County's conversion to KeyBank is nearly complete – the EFTPS revisions will take place for April payroll taxes
- We are working with DRS to establish a separate reporting group for SKWRF staff, this will be effective July 1st.
- Preparing to advertise for our Summer Help positions

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- The District has been contacted by a vendor that would like to negotiate lower cell tower leases and/or buy our leases out
- Work continues with the City of Port Orchard regarding the Sedgwick Interchange
- The State Legislature approved continued funding for MRSC
- The State Legislature has removed the PWTF Loan program from the State budget

COMMISSIONER REPORTS

- Commissioners Way and Hart attended a Section II meeting
- Commissioner Hart attended a WASWD meeting
- Commissioner Lundberg met with Kitsap County Commissioner Garrido and General Manager Wilson to discuss the County's proposed Comp Plan changes

EXECUTIVE SESSION

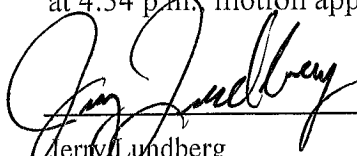
The Board of Commissioners went into Executive Session at 4:25 p.m. with General Manager Wilson, District Attorney Bagwell and Operations Manager Winters to discuss employee performance and pending litigation. The Board returned to regular session at 4:33 p.m.

Resolution #593-16, Step Increase for Ian Reeber

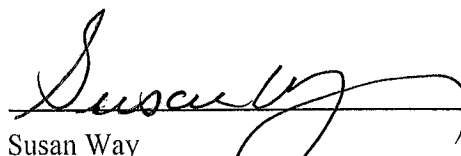
Commissioner Hart moved to approve Resolution 593-16. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

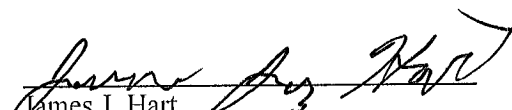
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:34 p.m. motion approved 3-0.



 Jerry Lundberg
 Chairperson



 Susan Way
 Vice-Chairperson



 James J. Hart
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
APRIL 4, 2016 WSUD BOARD MEETING**

APRIL PAYROLL	91925	SEWER OPERATIONS	0.00
	91926	WATER OPERATIONS	0.00
	91927	INFORMATION TECHNOLOGY	0.00
	91928	SKWRF	0.00
	GRAND TOTAL PAYROLL ALL FUNDS:		0.00

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25152 through #25196 issued 03/21/16 in the amount of: \$51,146.20; and voucher #25197 issued 4/04/16 in the amount of \$1,299.91; and vouchers #25198 through # 25237 Issued 4/11/16 in the amount of \$62,332.84:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	18,310.44
Fund 91926 - Water Operating Fund	40,013.29
Fund 91927 - Information Technology Fund	10,722.42
Fund 91930 - Water Capital Improvement fund	13,826.77
Fund 91933 - Sewer Capital Improvement Fund	31,906.03
TOTAL DISTRICT ACCOUNTS PAYABLE	114,778.95

SKWRF

SKWRF vouchers #13553 through #13578 issued 3/21/16 in the amount of \$16,785.91; and vouchers #13579 through #13582 issued 4/04/16 in the amount of \$38,644.39; and vouchers #13583 through #13599 issued 4/11/16 in the amount of \$14,096.58:

Fund 91928 - SKWRF Operating Fund	69,526.88
Fund 91931 - SKWRF Capital Improvement Fund	0.00
TOTAL SKWRF ACCOUNTS PAYABLE	69,526.88

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	184,305.83
---	-------------------