

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 6, 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. General Manager Wilson responded to questions regarding ULID funding options.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of March 16, 2015
2. Approval of Vouchers WSUD #23836 through #23874 in the amount of \$145,350.24
3. Approval of Vouchers SKWRF #12987 through #13010 in the amount of \$32,688.03 and void Voucher #12961 in the amount of \$1,800.00

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

BOARD DISCUSSION/ACTION

First Reading: Resolution 542-15, District Personnel Manual

General Manager Wilson reviewed the proposed changes to the District Personnel Manual.

Resolution 543-15, SKWRF Surplus Property

Commissioner Hart moved to approve Resolution 543-15. The motion was seconded by Commissioner Way; motion approved 3-0.

### Resolution 544-15, Hiring Utility Specialist Trainee

Commissioner Hart moved to approve Resolution 544-15. The motion was seconded by Commissioner Way; motion approved 3-0.

### Discussion: Update on Karcher Creek Property Acquisition

General Manager Wilson updated the Board on the status of acquiring Karcher Creek Tracts A & B. He is continuing to negotiate with the Department of Veteran's Affairs and Enterprise Services.

### Discussion: Update on Beach Drive Service Area

General Manager Wilson updated the Board on the progress being made with the Health Department and Kitsap County to establish the District's authority to provide sewer service for the Beach Drive area.

### ATTORNEY'S REPORT

Attorney Bagwell had no report.

### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- DNR has provided a 30 year lease for outfall. We are currently awaiting review and approval from the City of Port Orchard to return the signed agreement
- The Digester Lid Replacement project is progressing as expected
- HDR Engineering performed field testing of the secondary clarifiers on 3/23/15
- Work continues on acquiring a design for the Storage Building
- Students from the University of Washington will be establishing a Bio-Win Model of the facility

### OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- Villa Carmel Lift Station rehabilitation project is out for bid, - bid opening 4/14/15
- NW Corrosion is working on plans and specifications for the Fircrest and Powell Reservoir Rehabilitations
- Whitney Equipment is preparing quotes for Orchard Bluff, Grandridge, Brada, Conifer Park and Crownwood Lift Station improvements
- Brent will be preparing a request for proposal for the Well #1 Reservoir replacement
- West Coast Fitness and Nathan's Glen projects are underway with Caseco Associates

### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The Viop phone system will be done in 3 phases: Broadband review, switch and firewall configuration and the phone purchase and installation
- The VUEworks team has scheduled round table meetings on a monthly basis
- Two additional security cameras have been ordered, - one for the District and one for SKWRF
- We are waiting to hear back from the Web Developer regarding a conversion to .net

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We have opened the three Summer Help positions – the posting will close 5/1/15
- Our new Utility Specialist Trainee, Ian Reeber, starts on April 13th and he is scheduled for his physical, drug testing and new employee orientation
- We are collecting information regarding an Employee Assistance Program (EAP)

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

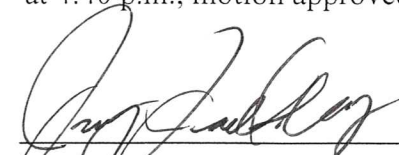
- The Annual Report for SKWRF has been submitted to the State Auditor's Office and the District Report is nearly ready for submission
- End of year Budget Status Reports and 2014 Achievement Reports for SKWRF will be presented at the next City Council meeting
- We have been working on reviewing and updating District information with the WSRMP
- Mike will be attending the WASWD Spring Conference

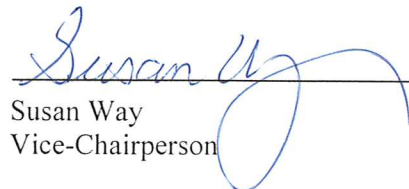
COMMISSIONER REPORTS

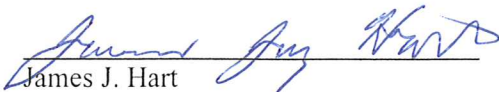
- Commissioners Hart and Way attended a Section II meeting
- Commissioner Hart was interested in a program that explores ways to attract and keep qualified employees

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:40 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  
APRIL 6, 2015 WSUD BOARD MEETING**

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

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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23836 through #23874 issued 04/13/15 in the amount of \$145,350.24:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	5,756.89
Fund 91926 - Water Operating Fund	7,923.40
Fund 91927 - Information Technology Fund	1,132.16
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	130,537.79
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>145,350.24</b>

**SKWRF**

SKWRF vouchers #12987 through #13010 issued 04/13/15 in the amount of \$32,688.03;  
and void voucher #12961 issued 3/23/15 in the amount of \$1,800.00:

Fund 91928 - SKWRF Operating Fund	30,888.03
Fund 91931 - SKWRF Capital Improvement Fund	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>30,888.03</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>176,238.27</b>
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