

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 25, 2016 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  
Randy Screws, SKWRF Plant Manager  
Michael Whitehead, IT Manager  
Tracy Fantz, Asst. Finance Manager  
Craig Russell, Hydrogeologist  
Shane Colglazier, SKWRF Maintenance Technician

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 April 4, 2016
2. Approval of Vouchers WSUD #25238 through #25278 in the amount of \$93,864.40
3. Approval of Vouchers SKWRF #13600 through #13620 in the amount of \$30,918.04
4. Approval of April Payroll in the amount of \$168,890.16

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

BOARD DISCUSSION/ACTION

Introduction: New Employee Shane Colglazier

Plant Manager Screws introduced Shane Colglazier to the Board. Shane started April 5th as a Maintenance Technician.

Discussion: 2015 Water Resource Monitoring Report (Craig Russell, Hydrogeologist)

Craig Russell presented the Board with the 2015 Water Resource Monitoring Report. The report evaluates current and historic resource data and is intended to provide the District with information required to better understand and manage its resources appropriately.

Resolution #598-16, Accepting West Coast Fitness Second Phase Water System

Commissioner Way moved to approve Resolution 598-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution #599-16, Bid Award Reservoir Rehabilitation Project

Commissioner Hart moved to approve Resolution 599-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #600-16, Bid Award SKWRF Deck Coatings Project

Commissioner Way moved to approve Resolution 600-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution #601-16, Rejection of Bids – SKWRF Storage Building

Commissioner Way moved to approve Resolution 601-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Discussion: Well #1 Reservoir & Pump Station Evaluation

The General Manager and Operations Manager reviewed BHC Consultants Technical Memorandum of April 15<sup>th</sup>. The purpose of the evaluation is to determine the feasibility of replacement facility sizes, types and configurations for the Well #1 & Well #5 reservoir and the booster pump station to cost effectively meet the District's needs. It is expected we will bring the Board a package in the next few weeks that includes both the reservoir and pump projects.

Customer Request to Address the Board

A customer entered the meeting and requested to address the Board regarding fees for credit card transactions. The Board listened to her concerns and comments.

ATTORNEY'S REPORT

Attorney Bagwell was not in attendance

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- No status change for : Clarifier Hydraulic Modeling, Biosolids Study, and the Lighting Project
- Currently working with Washington Department of Fish and Wildlife on sedimentation issues with Karcher Creek
- SKWRF hosted a tour for the Environmental Science Class from Cedar Heights Jr. High School
- SKWRF received 1,506,000 gallons of leachate from Waste Management. This will generate \$97,890 revenue

## OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- The Lidstrom Road Water Main Replacement project will be deferred until 2017
- The crew continues with water main flushing
- Prosperity Plat: The contractor has brought water and sewer mains to the edge of the project but has stopped work until he receives a signed contract from the project owner

## IT MANAGER'S REPORT

IT Manager Whitehead reported:

- District website is not on the asp.net platform; currently setting up Google analytics for website monitoring
- Continuing to research cell towers in the area
- Server upgrades are complete including adding storage and OS upgrades
- Upgrading laptops to Windows 10, this is a time consuming task
- Admin computers still need to be deployed
- Springbrook User Group meeting is scheduled for Seattle, staff will not be attending
- Port of Bremerton: Finishing camera installation at the Marina and the technicians installing the cameras will be attending the Interop conference

## ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The closing date for Summer Help is May 2<sup>nd</sup>, - applications are slowly coming in
- Kitsap County is still working on changing the banking information for the electronic payment of payroll taxes

## GENERAL MANAGER'S REPORT

General Manager Wilson reported:

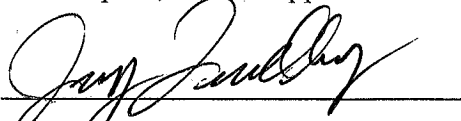
- The District newsletter will go out in the next two billing cycles
- The GM may attend Port Orchard's Council meeting on April 26<sup>th</sup> if the SKWRF property titles are on the agenda
- Work continues on the District and SKWRF annual reports
- Continues to work with legal counsel regarding litigation filed in Federal Court
- Continues to address our concerns regarding Kitsap County's Comp Plan and the resulting reduction in the UGA that impacts the District's ability to serve potential customers

## COMMISSIONER REPORTS

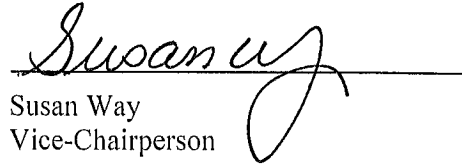
- Commissioners Lundberg, Hart and Way attended the SAC Meeting
- Commissioner Hart attended the WAWSD Conference in Yakima

ADJOURN

Commissioner Way moved and Commissioner Hart seconded the motion to adjourn the meeting at 4:35 p.m., motion approved 3-0



Jerry Lundberg  
Chairperson



Susan Way  
Vice-Chairperson



James J. Hart  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
APRIL 25, 2016 WSUD BOARD MEETING**

APRIL PAYROLL	91925	SEWER OPERATIONS	55,245.20
	91926	WATER OPERATIONS	54,672.48
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	51,865.83
<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>			<b>168,890.16</b>

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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #25238 through #25278 issued 04/25/16 in the amount of \$93,864.40:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	850.00
Fund 91925 - Wastewater Operating Fund	30,153.71
Fund 91926 - Water Operating Fund	52,686.93
Fund 91927 - Information Technology Fund	7,340.79
Fund 91930 - Water Capital Improvement fund	1,056.47
Fund 91933 - Sewer Capital Improvement Fund	1,776.50
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>93,864.40</b>

**SKWRF**

SKWRF vouchers #13600 through #13620 issued 04/25/16 in the amount of \$30,918.04:

Fund 91928 - SKWRF Operating Fund	30,918.04
Fund 91931 - SKWRF Capital Improvement Fund	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>30,918.04</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>124,782.44</b>
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