

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, May 5, 2014 3:00 p.m.

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

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Attending: Michael Wilson, General Manager  
Brent Winters, Operations Manager  
Michael Whitehead, IT Manager  
Randy Screws, SKWRF Plant Manager  
Tracy Fantz, Assistant Finance Manager  
Ken Bagwell, District Attorney

The meeting was called to order by Commissioner Hart at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of April 7, 2014
2. Approval of Vouchers WSUD #22970 through #23044 in the amount of \$172,175.95
3. Approval of Vouchers SKWRF #12447 through #12492 in the amount of \$60,214.42
4. Approval of April Payroll in the amount of \$165,194.38

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

BOARD DISCUSSION/ACTION

Resolution 493-14, Accepting Conveyance of Water/Sewer system for West Coast Fitness  
Commissioner Lundberg moved to approve Resolution 493-14. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 494-14, Accepting Conveyance of Water/Sewer system for Horstman Heights, Ph 1  
Commissioner Lundberg moved to approve Resolution 494-14. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 495-14, Salary Increase for Dustin Anderson  
Tabled for Executive Session

Resolution 496-14, End-User Agreement Kitsap Transit – Reclaimed Water

Commissioner Lundberg moved to approve Resolution 496-14. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 497-14, End-User Agreement Washington Veterans’ Home – Reclaimed Water

Commissioner Lundberg moved to approve Resolution 497-14. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: Reclaimed Water Services for Kitsap County Parks and South Kitsap School District

There was a general discussion regarding the need for the District to provide Kitsap County Parks and South Kitsap School District with information regarding the necessary infrastructure and potential cost of using reclaimed water for irrigation purposes.

Discussion: Interlocal Agreement for Management & Operation of SKWRF

The City of Port Orchard approved the Interlocal Agreement in a 4-3 vote. Commissioner Hart requested that we be sure all of the research and documentation we accumulated during the last several months be stored together and kept accessible for future reference.

ATTORNEY’S REPORT

Attorney Bagwell updated the Board on legal consultation.

PLANT OPERATIONS REPORT

Plant Manager Screws reported on various aspects of current STP activity – including the DNR Lease for Outfall and the status of the Air Gap Assembly, Digester Lid Replacement, Retaining Wall, and Reclaimed Water projects.

OPERATION MANAGER’S REPORT

Water/Sewer Operations Manager Winters reported on the current activities of the Operations Crew including reservoir cleaning and inspections, well site repairs, VueWorks implementation and development projects.

IT MANAGER’S REPORT

IT Manager Michael Whitehead reported on a variety of projects including Help Desk, e-mail filtering and vulnerabilities, telephone and internet services, HVAC system, security alarm issues, SCADA communications, computer hardware purchase and installations, website development and his work for the Port of Bremerton.

ASSISTANT FINANCE MANAGER’S REPORT

Assistant Finance Manager Tracy Fantz reported that Summer Help positions have closed. We received 21 applicants; unfortunately only 13 completed the required employment application.

GENERAL MANAGER’S REPORT

General Manager Wilson reported:

- Resolution 484-14 Utility Rates and Charges is still pending while rate study information is compiled. We will have an HDR representative meet with the Board in the near future.
- There will be a meeting May 7<sup>th</sup> at SKWRF with Kitsap County Public Works to discuss the Retaining Wall and Villa Carmel Lift Station.
- The 2013 Annual Reports have been completed and filed.

COMMISSIONER REPORTS

Commissioner Hart reported he attended the WASWD spring conference.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:35 p.m. with General Manager Wilson and Attorney Bagwell to discuss employee performance.


The Board returned to regular session at 4:40 p.m.

Resolution 495-14, Salary Increase for Dustin Anderson

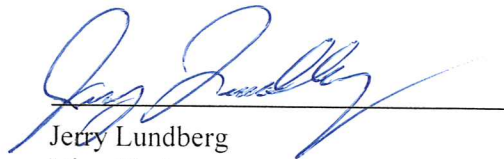
Commissioner Lundberg moved and Commissioner Way seconded the motion to approve Resolution 495-14; motion approved 3-0.

ADJOURN

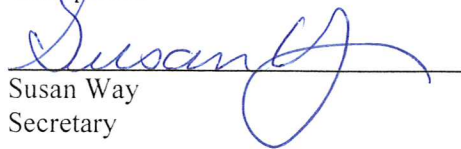
Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 4:45 p.m., motion approved 3-0.



James J Hart  
Chairperson



Jerry Lundberg  
Vice-Chair



Susan Way  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MAY 5, 2014 WSUD BOARD MEETING**

PAYROLL APRIL 2014	91925 91926 91927  91928	SEWER OPERATIONS WATER OPERATIONS INFORMATION TECHNOLOGY  SKWRF	51,028.37 54,767.72 6,573.61  <u>52,824.68</u>
<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>			<u><u>165,194.38</u></u>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #22970 through #22973 issued 04/21/14 in the amount of \$51,502.28; and vouchers #22974 through #23013 issued 4/28/14 in the amount of \$78,158.50; and vouchers #23014 through #23044 issued 5/12/14 in the amount of \$42,515.17:

Fund 91925 - Wastewater Operating Fund	31,733.97
Fund 91926 - Water Operating Fund	76,202.22
Fund 91927 - Information Technology Fund	23,249.59
Fund 91930 - Water Capital Improvement Fund	40,990.17
Fund 91933 - Sewer Capital Improvement Fund	0.00
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>172,175.95</b>

**SKWRF**

SKWRF vouchers #12447 through #12448 issued 04/21/14 in the amount of \$8,387.28; and vouchers #12449 through #12469 issued 4/28/14 in the amount of \$19,341.93; and vouchers #12470 through #12492 issued 5/12/14 in the amount of \$32,485.21:

Fund 91928 - SKWRF Operating Fund	60,214.42
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>60,214.42</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<u><u>232,390.37</u></u>
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