

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 11, 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

The meeting was called to order by Commissioner Lundberg at 3:04 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Commissioner Lundberg welcomed citizens with an interest in the proposed Phillips Road ULID that were attendance.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of April 20, 2015
2. Approval of Vouchers WSUD #23917 through #23951 in the amount of \$61,519.14
3. Approval of Vouchers SKWRF #13038 through #13064 in the amount of \$51,502.45
4. Approval of May payroll in the amount of \$169,581.52

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 542-15, District Personnel Manual

Commissioner Hart moved to approve Resolution 542-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 546-15, Villa Carmel Lift Station Bid Rejection

Commissioner Hart moved to approve Resolution 546-15. The motion was seconded by Commissioner Way; motion approved 3-0

Resolution 548-15, Professional Service Agreement Hokkaido

Commissioner Hart moved to approve Resolution 548-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 549-15, Step Increase for Brian Smalley  
Tabled for Executive Session

Discussion: VueWorks Presentation

A comprehensive overview of the VueWorks Asset Management program was presented by IT Manager Michael Whitehead. Several staff members explained to the Commissioners how VueWorks saves time and money and assists them in working more efficiently.

Discussion: Karcher Property – State Department of Veteran’s Affairs

General Manager Wilson updated the Board on the status of acquiring the Karcher property from the Department of Veteran’s Affairs. Unfortunately it appears at this time that the State is rescinding an oral agreement to convey the property to the District at no cost. The General Manger will continue to work toward a satisfactory resolution.

ATTORNEY’S REPORT

Not present

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The outfall lease agreement has been signed and returned to DNR
- The Digester Lid Replacement project continues; equipment is being shipped and a hard schedule for installation will be established
- HDR Engineering is working on the Clarifier Hydraulic Modeling
- Work continues on acquiring a design for the Storage Building
- Reclaimed water distribution is scheduled for early June

OPERATION MANAGER’S REPORT

Operations Manager Winters reported:

- Hokkaido Drilling will remove the Well 21 pump and begin determining the method of rehabilitation best suited to restore water production
- Villa Carmel Lift Station Rehabilitation will be sent out for re-bidding. The bidders will be provided with clarified information regarding the specifications of the Engineer
- Fircrest and Powell Reservoir Rehabilitation – we are awaiting final documents from the Engineer
- Whitney Equipment is preparing quotes for Orchard Bluff, Grandridge, Brada, Conifer Park, and Crownwood Lift Station improvements
- A Request for Proposal is being prepared for Well #1 Reservoir Replacement
- West Coast Fitness is completed and needs to be conveyed to the District
- Caseco is making sewer main repairs at Nathan’s Glen

### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Surveillance cameras: the trash bin installation is complete and the RV dump will be installed when parts have been received
- We are waiting for Wave Broadband to respond with dates before we move forward with the new phone system
- Additional information and content has been added to the District Website in the Commissioner's pages
- Hartstene Point Water and Sewer District's Springbrook Utility Billing has been moved to a new service provider. We will assist Hartstene Point for one more billing cycle.
- Attended the 2015 Interop Conference and gained valuable insight on security liability issues

### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Summer Help applications have been screened and applicants will be interviewed this week
- The new Employee Assistance Program is in place and employees have had access to this support since May 1<sup>st</sup>
- Debbie Raymond and Joy Ramsdell attended the Springbrook Conference in Portland

### GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Our annual newsletter is being combined with the Customer Confidence Report and will be sent out with the next two cycles of utility billings
- Working with Ken Bagwell to obtain a legal opinion on delinquent accounts with District liens that are over six years old
- Well 21 reservoir work is on schedule

### COMMISSIONER REPORTS

None

### EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:55 p.m. with General Manager Wilson and Operations Manager Winters for ten minutes to discuss employee performance.

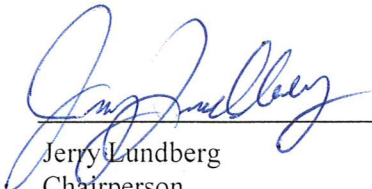
The Board returned to regular session at 5:05 p.m.

Resolution 549-15, Step Increase for Brian Smalley

Commissioner Hart moved to approve Resolution 549-15. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

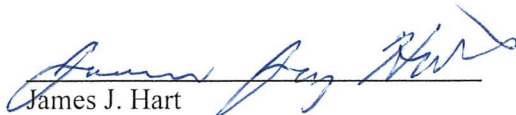
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:06 p.m., motion approved 3-0.



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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  
MAY 11, 2015 WSUD BOARD MEETING**

MAY PAYROLL:	91925	SEWER OPERATIONS	54,847.18
	91926	WATER OPERATIONS	55,541.99
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	<u>52,488.27</u>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<u><u>169,581.52</u></u>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23917 through #23951 issued 05/11/15 in the amount of \$61,519.14:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	49,961.97
Fund 91926 - Water Operating Fund	4,867.26
Fund 91927 - Information Technology Fund	2,067.89
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	4,622.02
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>61,519.14</b>

**SKWRF**

SKWRF vouchers #13038 through #13064 issued 05/11/15 in the amount of \$51,502.45:

Fund 91928 - SKWRF Operating Fund	49,270.79
Fund 91931 - SKWRF Capital Improvement Fund	<u>2,231.66</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>51,502.45</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<u><u>113,021.59</u></u>
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