

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 16, 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
Michael Whitehead, IT 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

A member of the community was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of April 25, 2016
2. Approval of Vouchers WSUD #25279 through #25345 in the amount of \$148,238.00
3. Approval of Vouchers SKWRF #13621 through #13662 in the amount of \$83,201.41
4. Approval of May Payroll in the amount of \$170,326.40

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 #602-16, Hiring Summer/Temporary Help

Commissioner Hart moved to approve Resolution 602-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #603-16, Addendum to BHC Engineering Service Agreement

Commissioner Way moved to approve Resolution 603-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution #604-16, Addendum to Contract w/National Industrial Painting for Reservoir Rehabilitation

Commissioner Hart moved to approve Resolution 604-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #605-16, Street Lighting Conversion - Funding

Commissioner Hart moved to approve Resolution 605-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: Salmonberry Well Field and Reservoir

General Manager Wilson and Operations Manager Winters updated the Board on the recent trespassing incidents. IT Manager Whitehead reviewed the current security posture of the District wells and reservoirs.

ATTORNEY'S REPORT

Attorney Bagwell reported that we are waiting for the federal court judge to rule on pending litigation.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Working on preparation of the building permit for the storage building and relocation of the waste gas burner has begun
- The deck coating contract documents should be returned this week and demolition should begin the first week of June
- SKWRF is waiting for LED fixtures and bulbs for the lighting project
- Currently working with Washington Department of Fish and Wildlife on sedimentation in Karcher Creek

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- The Lidstrom Road water main replacement project is being deferred to 2017
- Sprint contractors have removed old cable and antennas from the Fircrest standpipe
- Water main flushing is complete
- No change in status for Prosperity Plat

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Attended the Interop Security Summit
- Reviewing District firewall policy to prevent malware
- Configuring cellular radios in trucks with VPN's
- South Kitsap Amateur Radio Club has contacted us regarding use of our sites for repeaters and wireless gear
- Conducting well site security review

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Kitsap County is still working through the procedure to change the banking information for electronic payroll tax payment

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Darren Podraza has accepted a position with the City of Port Orchard – May 31st is his last day with the District
- The Annual Reports have been completed and submitted
- Reviewing the request of the local ham operators club and will bring this back to the Board if necessary

COMMISSIONER REPORTS

- Commissioner Hart would like a special meeting to be scheduled to study SKWRF funding for the next two budget years

EXECUTIVE SESSION

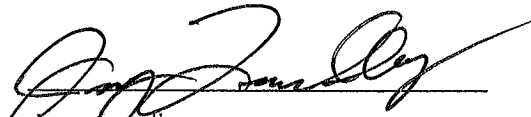
The Board of Commissioners went into a twenty minute Executive Session at 4:32 p.m. with General Manager Wilson, Legal Counsel Bagwell, SKWRF Plant Manager Screws and Asst. Finance Manager Fantz to discuss personnel issues. The Board returned to regular session at 4:52 p.m.

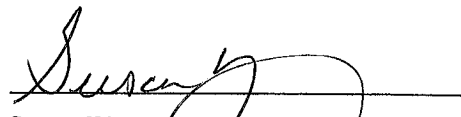
EXECUTIVE SESSION CONTINUED

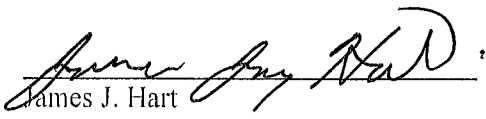
The Board of Commissioners extended the Executive Session for an additional twenty minutes. The Board returned to regular session at 5:12 p.m.

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:12 p.m., motion approved 3-0.


Jerry Lundberg
Chairperson


Susan Way
Vice-Chairperson


James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MAY 16, 2016 WSUD BOARD MEETING**

MAY PAYROLL	91925	SEWER OPERATIONS	55,585.05
	91926	WATER OPERATIONS	55,166.68
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	52,468.02
			52,468.02
		GRAND TOTAL PAYROLL ALL FUNDS:	170,326.40

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25279 through #25306 issued 05/09/16 in the amount of \$21,867.17; and vouchers #25307 through 25345 Issued 5/23/16 in the amount of \$126,370.83:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	77,708.88
Fund 91926 - Water Operating Fund	53,218.38
Fund 91927 - Information Technology Fund	7,457.74
Fund 91930 - Water Capital Improvement fund	9,853.00
Fund 91933 - Sewer Capital Improvement Fund	0.00
	0.00
TOTAL DISTRICT ACCOUNTS PAYABLE	148,238.00

SKWRF

SKWRF vouchers #13621 through #13642 issued 05/09/16 in the amount of \$36,010.62; and vouchers #13643 through # 13662 Issued 5/23/16 in the amount of \$47,190.79:

Fund 91928 - SKWRF Operating Fund	83,201.41
Fund 91931 - SKWRF Capital Improvement Fund	0.00
	0.00
TOTAL SKWRF ACCOUNTS PAYABLE	83,201.41

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	231,439.41
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