

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, June 1, 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.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of May 11, 2015
2. Approval of Vouchers WSUD #23952 through #24015 in the amount of \$239,964.46
3. Approval of Vouchers SKWRF #13065 through #13111 in the amount of \$46,921.62

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 550-15, Uniformed Administrative Code Book

General Manager Wilson explained that the District needs access to policy in a unified organized central location. The Code Book will organize policies adopted by resolution by subject matter rather than by date.

First Reading: Resolution 551-15, General Administrative Policies & Procedures

General Manager Wilson explained the need for adopting administrative policies and water and sewer operating procedures.

Resolution 552-15, Authorizing Additional Funds for Hokkaido Drilling Services (Well 21)

Commissioner Hart moved to approve Resolution 552-15. The motion was seconded by Commissioner Way; motion approved 3-0.

### Resolution 553-15, Confirming the Hiring of Summer Help

Commissioner Hart moved to approve Resolution 553-15. The motion was seconded by Commissioner Way; motion approved 3-0.

### Discussion: Sewer Comprehensive Plan

The General Manager provided the Board with a map that compares the District's service boundaries, property that has been annexed by the District and the Urban Growth Area. The areas do not match and this causes long range planning for sewer service very difficult. We will continue to work with Kitsap County to have an interlocal agreement in place that recognizes property owners of annexed land have an unconditional right to obtain sewer service.

### 2015 Newsletter and Consumer Confidence Report

The Commissioners were provided with a copy of the District Newsletter and Customer Confidence Report. These are being included with the current cycle of utility billings.

### ATTORNEY'S REPORT

Attorney Bagwell reported:

- He continues working with Kitsap County's legal representative to resolve the Beach Drive service area issues
- He is also looking into procedures for seriously delinquent accounts and what options the District may have to make collection

### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The DNR Lease for Outfall has been filed with Kitsap County and copies provided to DNR and the City
- Digester Lid Replacement work continues – equipment arrival is anticipated the week of June 8<sup>th</sup> and installation will be scheduled when it is received
- We should expect the Clarifier Hydraulic Modeling report in July/August
- Design for the Storage Building should be completed by the end of June and the Puget Sound Clean Air Agency has provided approval to relocate the waste gas flare
- Reclaimed Water is scheduled for distribution next week

### OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- Standard rehabilitation efforts have not improved production for Well 21. With the passage of Resolution 552-15, work will continue; - the next step is surging with a phosphate free detergent
- The Villa Carmel Lift Station should be put out to bid this week
- The Fircrest and Powell Reservoir rehabilitations are waiting for bid documentation from NW Corrosion Engineers
- Whitney Equipment is preparing quotes for: Orchard Bluff, Grandridge, Brada, Conifer Park, and Crownwood Lift Station Improvements
- Well #1 Reservoir Replacement planning is being done

- Caseco has nearly completed the Nathan's Glen project, with only a few items remaining to be done

#### IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Wave Broadband has completed the physical install is complete, and we are anticipating cutover to the new fiber the weekend of June 12<sup>th</sup>
- The remake of our website is finished and we are waiting on a new design for the navigation bar
- SKWRF RV Dump camera has been installed and will be added to the system
- The VueWorks project is ongoing for conditioning manholes and NASCO line conditioning
- District network security continues to be a vital concern

#### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- DRS has announced rate increases for PERS 1, 2 and 3 Plans effect July 1st
- Jane Benson from the Dept. of Enterprises/Employee Assistance Program will be here June 3<sup>rd</sup> for an employee and supervisor presentation

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported:


- He has a meeting scheduled with the Department of Veteran's Affairs to further discuss the Karcher property conveyance
- Nathan's Glen is nearly complete and we enjoyed a nice partnership with the contractor
- A community meeting will be scheduled for neighbors of the Villa Carmel Lift Station to be sure they are happy with the plans before the construction begins

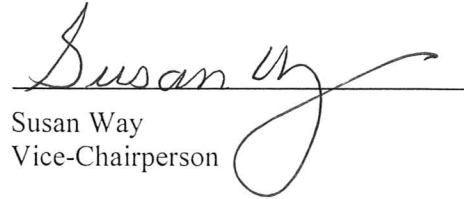
#### COMMISSIONER REPORTS


- Commissioners Way and Hart attended a Section II meeting and participated in a SKWRF tour
- The Commissioners would like a study session to review proposed Resolution 550-15, Uniformed Administrative Code Book and Resolution 551-15, General Administrative Policies & Procedures. This meeting is scheduled for June 15<sup>th</sup>, and the next Regular Board meeting will be June 22<sup>nd</sup>.

ADJOURN

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

  
Jerry Lundberg  
Chairperson

  
Susan Way  
Vice-Chairperson

  
James J. Hart  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JUNE 1, 2015 WSUD BOARD MEETING**

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

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23952 through #23993 issued 05/26/15 in the amount of \$135,019.99; and #23994 through #24015 issued 6/8/15 in the amount of \$104,944.47:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	119,302.22
Fund 91926 - Water Operating Fund	62,313.28
Fund 91927 - Information Technology Fund	12,272.33
Fund 91930 - Water Capital Improvement fund	1,830.80
Fund 91933 - Sewer Capital Improvement Fund	44,245.83
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>239,964.46</b>

**SKWRF**

SKWRF vouchers #13065 through #13089 issued 05/26/15 in the amount of \$28,595.37; and #13090 through #13111 issued 6/8/15 in the amount of \$18,326.25:

Fund 91928 - SKWRF Operating Fund	46,921.62
Fund 91931 - SKWRF Capital Improvement Fund	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>46,921.62</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>286,886.08</b>
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