

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 2, 2014 3:00 p.m.

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

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 May 27, 2014
2. Approval of Vouchers WSUD #23090 through #23116 in the amount of \$29,236.96
3. Approval of Vouchers SKWRF #12512 through #12532 in the amount of \$16,228.44

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

BOARD DISCUSSION/ACTION

Final Reading: Resolution 484-14, Utility Rates, Charges and Procedures

General Manager Wilson and the Board reviewed recent improvements to Resolution 484-14 in depth. Of particular concern was the implementation of the proposed method of calculating GFC fees (Exhibit A). The Board would like the current GFC rate structure to remain in place at this time. Commissioner Way moved to approve Resolution 484-14 with no change to current GFC fees. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Phillips Road Utility Local Improvement District

General Manager Wilson introduced the Board to the possibility of forming a utility local improvement district (ULID) for property on Phillips Road. Some property owners have expressed interest and we will be talking to other property owners to determine if they have a commitment to this project. Any cost to the District would be recouped through the ULID.

Discussion: Class A & B Biosolids Disposal

Plant Manager Screws brought news to the Board that our current arrangement with Fire Mountain Farms for disposal of SKWRF biosolids is ending June 1st. As a temporary solution we will be using the Olympic View Transfer Station. Other options are being investigated and a long term solution will need to be developed.

Discussion: New Website Overview

IT Manager Whitehead demonstrated the new WSUD website layout. He showed several features that will be available including utility bill payment options, service requests, SKWRF information, the Commissioner's Corner and other key elements.

General Manager credentialed manager certification – ICMA conference approval

General Manager Wilson requested approval to attend the ICMA conference to keep his credentialed manager certification current. Commissioner Way moved to approve this request. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT

District Attorney Bagwell reported that he has been continuing to negotiate the terms and compliance of a recent settlement agreement with a utility customer.

PLANT OPERATIONS REPORT

Plant Manager Screws reported on the current status of the DNR Lease for Outfall, the Digester Lid Replacement, the Retaining Wall Project and Reclaimed Water.

OPERATION MANAGER'S REPORT

Water/Sewer Operations Manager Winters gave a status report on the Harold Dr. Water Main Project, the Salmonberry Vault Installation, and Villa Carmel and Sinclair Lift Station Rehabilitations. He also reported on Andasio Village, Wild Creek and Nathan's Glen developments.

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported the status of our HVAC equipment installation and training and SCADA communications.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reminded the Board that they will need to turn in timesheets for June in the first few days of July.

GENERAL MANAGER'S REPORT


General Manager Wilson advised the Board that the next SAC meeting is tentatively scheduled for June 11th. He requested that Commissioners turn in their biographies for use on the new website.

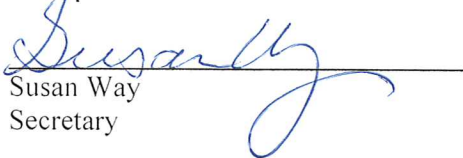
COMMISSIONER REPORTS


None

ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 5:05 p.m., motion approved 3-0.


James J Hart
Chairperson


Susan Way
Secretary


Jerry Lundberg
Vice-Chair

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JUNE 2, 2014 WSUD BOARD MEETING**

PAYROLL	91925	SEWER OPERATIONS	N/A
JUNE 2014	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
GRAND TOTAL PAYROLL ALL FUNDS:			0.00

ACCOUNTS PAYABLE: DISTRICT

District vouchers #23090 through #23116 issued 06/09/14 in the amount of \$29,236.96:

Fund 91925 - Wastewater Operating Fund	6,604.11
Fund 91926 - Water Operating Fund	18,620.72
Fund 91927 - Information Technology Fund	2,251.19
Fund 91930 - Water Capital Improvement Fund	1,760.94
Fund 91933 - Sewer Capital Improvement Fund	0.00
TOTAL DISTRICT ACCOUNTS PAYABLE	29,236.96

SKWRF

SKWRF vouchers #12512 through #12532 issued 06/09/14 in the amount of \$16,228.44:

Fund 91928 - SKWRF Operating Fund	16,228.44
Fund 91931 - SKWRF Capital Improvement Fund	0.00
TOTAL SKWRF ACCOUNTS PAYABLE	16,228.44

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	45,465.40
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