

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 16, 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 June 2, 2014
2. Approval of Vouchers WSUD #23117 through #23160 in the amount of \$595,175.06
3. Approval of Vouchers SKWRF #12533 through #12552 in the amount of \$991,886.02
4. Approval of June 2014 Payroll in the amount of \$162,081.54

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

BOARD DISCUSSION/ACTION

Introduction of 2014 Summer Temporary Staff

Molly McComas, Colton Wanke and Christopher Narducci were introduced to the Board. They are temporary summer help workers.

Resolution 502-14, Approve Developer Extension Agreement – Andasio Village

Commissioner Way moved to approve Resolution 502-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 503-14, Retrospective Rating Plan Agreement

Commissioner Way moved to approve Resolution 503-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 504-14, Acceptance of Silverview Subdivision, Phase 1

Commissioner Way moved to approve Resolution 504-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 505-14, Robert Williams Salary Increase

Tabled for Executive Session.

Resolution 507-14, Transport Class B Biosolids Service Agreement

Commissioner Way moved to approve Resolution 507-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: West Sound Beach Drive Force Main

General Manager Wilson provided the Board with a technical memorandum provided by HDR Engineering. HDR has been evaluating the number of additional service connections available based on the current capacity of the existing force main. The study concludes that we have capacity to serve an additional 57 connections.

Goossens Property Annexation Public Hearing, 4:30 p.m.

No member of the public was present.

Resolution 506-14, Approve Goossens Property Annexation

Commissioner Way moved to approve Resolution 506-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT

District Attorney Bagwell reported 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 several projects. There has been no change status on the DNR Lease for Outfall; temporary disposal of biosolids is at Olympic View Transfer Station; a professional services agreement for the Digester Lid Replacement has been executed; and the screen modification project is going well. Work is ongoing with the Retaining Wall and Reclaimed Water.

OPERATION MANAGER'S REPORT

Water/Sewer Operations Manager Winters gave a status report on the Harold Water Main and Villa Carmel and Sinclair Lift Station Rehabilitation projects. He also updated the Board on Nathan's Glen, Andasio Village, Wild Creek and other development projects.

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported that the Webcheck service is active, the HVAC installation and training are complete, a new SCADA antenna has started construction, the WSUD website is in the final stages of completion, a new Firewall has been installed, and a cellular router for the TV van has been ordered.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported that PEBB medical premiums are decreasing substantially effective July 1st. WSUD will be hosting the local Springbrook User's Group meeting on June 24th.

GENERAL MANAGER'S REPORT

- General Manager Wilson is making effort to contact Kitsap Transit, South Kitsap School District and Kitsap Parks regarding Reclaimed Water.
- The District newsletter is complete and will be inserted in the next set of utility bills.
- Work is continuing to determine the potential interest in forming a ULID to provide water and sewer service in the Phillips Road area.

COMMISSIONER REPORTS

Commissioner Way requested that the small piece of property at Lidstrom and Beach Drive be mowed before July 4th.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:35 p.m. with General Manager Wilson, Attorney Bagwell and Operations Manager Winters to discuss personnel issues.

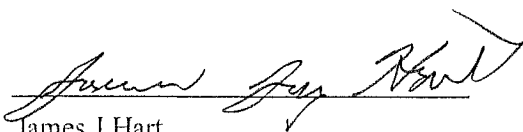
The Board returned to regular session at 4:40 p.m.

Resolution 505-14, Salary Increase for Robert Williams

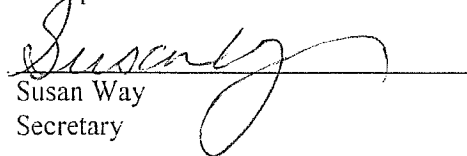
Commissioner Lundberg moved and Commissioner Way seconded the motion to approve Resolution 505-14; motion approved 3-0.

ADJOURN

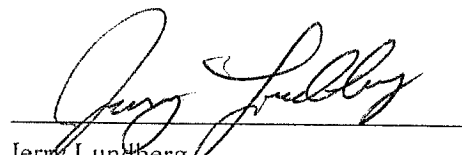
Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 4:45 p.m., motion approved 3-0.



James J Hart
Chairperson



Susan Way
Secretary



Jerry Lundberg
Vice-Chair

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JUNE 16, 2014 WSUD BOARD MEETING**

PAYROLL	91925	SEWER OPERATIONS	50,632.63
JUNE 2014	91926	WATER OPERATIONS	54,455.81
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	50,419.49
	GRAND TOTAL PAYROLL ALL FUNDS:		162,081.54

ACCOUNTS PAYABLE: DISTRICT

District vouchers #23117 through #23160 issued 06/23/14 in the amount of \$595,175.06:

Fund 91925 - Wastewater Operating Fund	378,544.28
Fund 91926 - Water Operating Fund	215,033.49
Fund 91927 - Information Technology Fund	348.32
Fund 91930 - Water Capital Improvement Fund	1,248.97
Fund 91933 - Sewer Capital Improvement Fund	0.00
TOTAL DISTRICT ACCOUNTS PAYABLE	595,175.06

SKWRF

SKWRF vouchers #12533 through #12552 issued 06/23/14 in the amount of \$991,886.02:

Fund 91928 - SKWRF Operating Fund	991,886.02
Fund 91931 - SKWRF Capital Improvement Fund	0.00
TOTAL SKWRF ACCOUNTS PAYABLE	991,886.02

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	1,587,061.08
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