

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 22, 2015 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  
Tracy Fantz, Asst. Finance Manager

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 June 15, 2015

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 550-15, Uniformed Administrative Code Book

Commissioner Hart moved to approve Resolution 550-15. The motion was seconded by Commissioner Way; motion approved 3-0.

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

No Action Taken – Commissioner Lundberg requested additional time to review the documentation.

Resolution 555-15, Authorize General Manager to Sign Karcher Property Conveyance Documents

Commissioner Hart moved to approve Resolution 555-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 556-15, Approve General Manager Employment Contract

Tabled for Executive Session

Resolution 557-15, Amend the 2015-2016 Water Capital Improvement Project Budget  
Commissioner Hart moved to approve Resolution 557-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Discussion: Street Light Program

The General Manager explained to the Board that the District is responsible for 391 street lights. Converting the lights from sodium vapor to LED would cost \$91,000.00 – however, the conversion would pay for itself in approximately 5 ½ years via reduced energy bills. Thereafter, the savings to the District would be \$16,000 to \$17,000 per year. The General Manager is also exploring the possibility of the District qualifying for grant funds to support the conversion.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- The Digester Lid Replacement project is progressing on schedule
- We should expect the report on Clarifier Hydraulic Modeling in July/August
- We are anticipating the Storage Building design to be complete this month
- Reclaimed water is being distributed to Retsil
- Waste Management has begun delivering leachate – estimated revenue is \$78,000

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- We are hoping to have Well 21 back on line this week
- Villa Carmel Lift Station Rehabilitation is out for bid
- NW Corrosion plans to begin work on the Fircrest and Powell Reservoir Rehabilitations the week of June 29<sup>th</sup>
- Pumps and controls panels have been ordered for Orchard Bluff, Grandridge, Brada, Conifer Park, and Crownwood lift stations
- We are waiting for a response from Kitsap County Parks regarding construction on their property for Well #1 Reservoir replacement
- Nathan's Glen still has concrete restoration and manhole grouting to be done
- Update on the Ahlstrom Water Main Replacement – see Resolution #557-15

IT MANAGER'S REPORT

Not in attendance

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- PEBB health premiums will change July 1<sup>st</sup>, unfortunately PEBB cannot set the rates until the State Legislature has approved a budget
- Customer Service and Finance will have several people taking vacation time over the next several weeks – care is taken to ensure we have adequate staffing to cover office requirements

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Negotiations to reach agreement with Kitsap County and the Health District regarding Beach Drive sewer service are ongoing
- We recently had a meeting with the City of Port Orchard to discuss the freeway interchange and Bethel. Discussions will follow regarding which properties would be best served by the District or the City
- We are encountering challenges with Silverview Estates. It appears boundary lines are off within their plat – impacting the location of the District’s lift station.
- The General Manager has e-mailed Senator Jan Angel regarding her stance on Public Works Trust Fund Loans

COMMISSIONER REPORTS

Commissioners Way and Hart attended a SAC meeting

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 3:48 p.m. with General Manager Wilson for ten minutes to discuss employee performance.

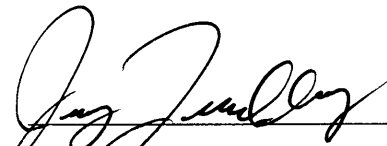
The Board returned to regular session at 3:58 p.m.

Resolution 556-15, Approve General Manager Employment Agreement

Commissioner Hart moved to approve Resolution 556-15. 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 3:59 p.m., motion approved 3-0.




---

Jerry Lundberg  
Chairperson




---

Susan Way  
Vice-Chairperson




---

James J. Hart  
Secretary