

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, July 14, 2014 3:00 p.m.

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Chairperson: Jim Hart - *Absent*  
Vice Chairperson: Jerry Lundberg  
Commissioner: Susan Way

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Attending: Michael Wilson, General Manager  
John Tapia, Utility Crew Leader  
Michael Whitehead, IT Manager  
Kevahn Steinke, Maintenance Supervisor SKWRF  
Tracy Fantz, Assistant Finance Manager

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of June 16, 2014
2. Approval of Vouchers WSUD #23161 through #23215 in the amount of \$99,734.23
3. Approval of Vouchers SKWRF #12553 through #12599 in the amount of \$78,179.13
4. Approval of July Payroll in the amount of \$170,380.25

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 2-0.

BOARD DISCUSSION/ACTION

Resolution 508-14, Unpaid Holidays

Commissioner Way moved to approve Resolution 508-14. The motion was seconded by Commissioner Lundberg; motion approved 2-0.

Resolution 509-14, Promotion and Step Increase – Brian Smalley

Tabled for Executive Session

Resolution 510-14, Salary Adjustment General Manager

Tabled for Executive Session.

Resolution 511-14, Public Works Contract – Whitney Equipment Co.

Commissioner Way moved to approve Resolution 511-14. The motion was seconded by Commissioner Lundberg; motion approved 2-0.

Discussion: Retrospective Rating Assessment Appeal Rebate

On June 27, 2014 we received an Assessment Appeal Rebate check in the amount of \$9,069.68 from the WASWD Retrospective Rating Pool. This rebate is due to a successful appeal of the 2013 assessment imposed by the Department of L&I.

Discussion: Formation of ULID (Phillips Rd.), - Contract with West Sound Engineering

General Manager Wilson updated the Board on the status of the possibility of forming a ULID in the Phillips Rd. area. He has been contacted by property owners interested in moving this project forward. The District has contracted with Westsound Engineering to evaluate the area and provide a scope regarding the feasibility of providing water and sewer service to the proposed ULID area.

Discussion: District Utility Customer Settlement

General Manager Wilson provided the Board with the current status of the recent settlement agreement with a District utility customer. The sixty day agreement expires at the end of July and we are tracking the conditions specified in the agreement carefully.

Discussion: Property Insurance – SKWRF

The Interlocal Agreement with the City of Port Orchard specifies that the District will insure SKWRF. The Board gave General Manager Wilson approval to begin working with the City to transition the insurance coverage now rather than waiting until November. Additionally, we will be working on having West Sound Utility District named as a co-borrower with the City on the two PWTF Loans.

Discussion: DOE/EPA Post Project Assessment Report – Reclaimed Water Project

As a condition of the District receiving State and Federal grants for the reclaimed water project, the District is required to submit to DOE and EPA a “post project assessment report” by July 14, 2014. This condition was met by a written report submitted July 11, 2014.

2013 Wastewater Treatment Plant Outstanding Performance Award

SKWRF received the 2013 Wastewater Treatment Plant Outstanding Performance award. The Board congratulated treatment plant staff for this accomplishment.

ATTORNEY’S REPORT

Absent

PLANT OPERATIONS REPORT

SKWRF Maintenance Supervisor Steinke reported on the DNR Lease for Outfall and updated the Board on biosolids disposal arrangements. He also gave status reports on several projects: Digester Lid Replacement, Retaining Wall, Reclaimed Water, Screen modifications and the Upper Driveway.

OPERATION MANAGER’S REPORT

Utility Crew Leader Tapia reported the status of Villa Carmel and Sinclair Lift Station Rehabilitation projects. He also gave reports for the Harold Dr. Water Main Project, water main

valve replacements, well house flow meter replacements, and the Fircrest Standpipe Rehabilitation. He provided updates on Nathan's Glen, Andasio Village and Wild Creek developments.

#### IT MANAGER'S REPORT

IT Manager Michael Whitehead reported the new WSUD website has been launched, although work continues as corrections and improvements are identified. The TV truck has been updated with a mobile router and a third monitor. Our service with Wave Broadband has been improved; antennas were moved at Well 1 and Karcher; new firewall technologies have been implemented and SCADA improvements with PacWest have been completed. He reported on projects for the Port and marinas.

#### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported that PEBB surcharges became effective July 1<sup>st</sup>. Kitsap County has requested WSUD be a test site using their new electronic cash transmittal system. Customer service is busy with on-going projects.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Customer Service is working on suspended accounts and working to get an accurate count of the number of utility customers the District has.
- The Villa Carmel Lift Station project needs to be scaled back. The project is anticipated to continue into 2015.
- We are seeing a lot of building and development activity.
- We will be working with Kitsap County to determine how to handle new connections on Beach Dr. and how to modify our service boundary.

#### COMMISSIONER REPORTS

Commissioner Way reported she attended a Section II meeting.

#### EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:35 p.m. with General Manager Wilson to discuss employee performance.

The Board returned to regular session at 4:45 p.m.

#### Resolution 509-14, Promotion and Step Increase – Brian Smalley

Commissioner Way moved and Commissioner Lundberg seconded the motion to approve Resolution 509-14; motion approved 2-0.

#### Resolution 510-14, Salary Adjustment General Manager Wilson

Commissioner Way moved and Commissioner Lundberg seconded the motion to approve Resolution 510-14, motion approved 2-0.

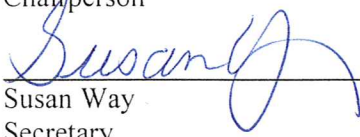
ADJOURN

Commissioner Way moved and Commissioner Lundberg seconded the motion to adjourn the meeting at 4:46 p.m., motion approved 2-0.

ABSENT

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James J Hart  
Chairperson

  
Susan Way  
Secretary

  
Jerry Lundberg  
Vice-Chair

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JULY 14, 2014 WSUD BOARD MEETING**

PAYROLL JULY 2014	91925	SEWER OPERATIONS	52,970.74
	91926	WATER OPERATIONS	56,687.23
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	54,148.67
			54,148.67
		<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>	<b>170,380.25</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23161 through #23213 issued 07/14/14 in the amount of \$84,220.14; and #23214 through 23215 issued 7/21/14 in the amount of \$15,514.09:

Fund 91925 - Wastewater Operating Fund	28,119.64
Fund 91926 - Water Operating Fund	46,290.94
Fund 91927 - Information Technology Fund	4,548.24
Fund 91930 - Water Capital Improvement Fund	20,775.41
Fund 91933 - Sewer Capital Improvement Fund	0.00
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>99,734.23</b>

**SKWRF**

SKWRF vouchers #12553 through #12579 issued 07/14/14 in the amount of \$57,709.34; and #12580 through #12599 issued 7/21/14 in the amount of \$20,469.79:

Fund 91928 - SKWRF Operating Fund	78,179.13
Fund 91931 - SKWRF Capital Improvement Fund	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>78,179.13</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>177,913.36</b>
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