

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 20, 2015 3:00 p.m.

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

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

Citizens with an interest in the proposed Phillips Road ULID were in attendance.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of June 22, 2015
2. Approval of Vouchers WSUD #24057 through #24149 in the amount of \$199,783.02
3. Approval of Vouchers SKWRF #13134 through #13188 in the amount of \$408,454.65
4. Approval of July Payroll in the amount of \$172,699.33

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

BOARD DISCUSSION/ACTION

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

Commissioner Hart moved to approve Resolution 551-15. The motion was seconded by Commissioner Way; motion approved 3-0.

First Reading: Resolution 558-15, District Website Policies

General Manager Wilson explained to the Board that this policy will provide standards and administrative directives as to how the District website is used. It sets parameters regarding what can and cannot be done on our website.

First Reading: Resolution 559-15, Risk Management Policies

General Manager Wilson discussed that a risk management policy is an important component to the District Administrative Code.

First Reading: Resolution 560-15, Developer's Extension Manual

General Manager Wilson reviewed the need for updating the DEM that was adopted by Resolution in 2011. Operations Manager Brent Winters identified the key changes and gave the Board brief explanations for the updated information.

Resolution 561-15, Approval of Villa Carmel Lift Station Construction Project and Amend the 2015-16 Sewer Capital Improvement Budget

Commissioner Hart moved to approve Resolution 561-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 562-15, Approval of Digester Lid Removal Services Contract

Commissioner Hart moved to approve Resolution 562-15. The motion was seconded by Commissioner Way; motion approved 3-0.

ATTORNEY'S REPORT

Attorney Bagwell reported that the District has several legal opinions that support the District's position that we should be able to unconditionally offer sewer service to property owners that have been annexed into WSUD. Kitsap County is unwilling to enter into an interlocal agreement supporting this premise and the District will continue to work toward resolution of this issue.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Digester Lids: South digester cover installation is complete, cleaning the North digester is complete, the North lid removal is scheduled for early August, and installation of the North dome is scheduled for late August/early September
- The design work for the storage building should be complete in the next few weeks; soil conditions will require a pile support system – adding to the initial projected costs
- Waste Management has delivered approximately 1,062,000 gallons of leachate and we are anticipating approximately \$69,000.00 miscellaneous revenue

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- Well 21 is back in production and producing 550 GPM
- Villa Carmel's Lift Station bid award is on today's agenda for Commissioner approval
- NW corrosion installed the anodes in the Powell reservoir last week and will be installing the Fircrest standpipe anodes this week
- 2015 Lift Station Improvements Project is underway, with pumps and control panels ordered
- Plans will be developed showing a proposed new reservoir location for Well #1
- Nathan's Glen is nearly complete – only manhole grouting still remains to be done

- Ahlstrom Water Main Replacement is installed, we should be moving customers' service next week
- The contractor for Horstman Heights Phase 2 has been making adjustments to match services to the new plat

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The new Wave Broadband Enterprise Circuit was turned on this month; the circuit replaces the two cable modems at the District offices and SKWRF
- Backups: Backup 190 at SKWRF has been removed and all backups are being run from the District offices; Wes Morrell is now the backup operator for the District
- Replacement switches will be ordered for SKWRF
- IT Manager Whitehead is reducing the number of hours spent at the Port of Bremerton to mainly tech support and minimal planning

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Customer Service has successfully completed transitioning Hartstene Point Customers to the Hartstene Point office
- PEBB rates for July 1, 2015 through December 31, 2015 increased \$178.00 per employee

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- The State Department of Enterprise Services has completed preparing the Karcher property Quit Claim Deed conveying the Veteran's Home tracts A & B to the District
- The General Manager, Operations Manager Winters and staff will be meeting with Craig Baldwin identifying areas that logically need to be included in the District's service area for development of our sewer Comp Plan; this information will be shared with Kitsap County and the City of Port Orchard
- The District will be proceeding with replacing the street lights we are responsible for and capturing savings in energy billing; PSE is currently inundated with grant requests from small entities and we will not delay our replacement waiting for determination of receiving grant monies.
- We will eventually need to update our Developer's Extension Manual to cover policies regarding residential sprinkler systems

COMMISSIONER REPORT


- Commissioner Hart attended a Section II meeting and a Commissioner's Workshop. He shared concerns he learned about regarding Commissioner's e-mail and the need for having policies in place to authorize reimbursement of Commissioner or staff expenses incurred due to a lawsuit

EXECUTIVE SESSION

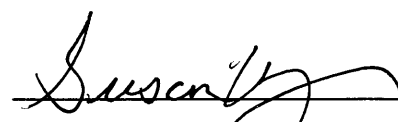
The Board of Commissioners went into Executive Session at 4:45 p.m. with General Manager Wilson to discuss employee performance evaluation. The Board returned to Regular session at 4:43 p.m.

ADJOURN

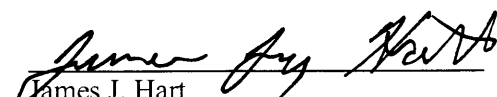
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:55 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JULY 20, 2015 WSUD BOARD MEETING**

JULY PAYROLL:	91925	SEWER OPERATIONS	55,981.75
	91926	WATER OPERATIONS	56,902.72
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	<u>53,110.78</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>172,699.33</u></u>

ACCOUNTS PAYABLE: DISTRICT

District voucher #24057 through #24105 issued 7/13/15 in the amount of \$94,534.20; and voucher #24106 through #24149 issued 7/27/15 in the amount of \$105,248.82:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	59,831.12
Fund 91926 - Water Operating Fund	78,372.74
Fund 91927 - Information Technology Fund	10,636.75
Fund 91930 - Water Capital Improvement fund	50,942.41
Fund 91933 - Sewer Capital Improvement Fund	0.00
TOTAL DISTRICT ACCOUNTS PAYABLE	199,783.02

SKWRF

SKWRF vouchers #13134 through #13165 issued 07/13/15 in the amount of \$380,348.12; and voucher #13166 through #13188 issued 7/27/15 in the amount of \$28,106.53:

Fund 91928 - SKWRF Operating Fund	48,415.80
Fund 91931 - SKWRF Capital Improvement Fund	<u>360,038.85</u>
TOTAL SKWRF ACCOUNTS PAYABLE	408,454.65

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>608,237.67</u></u>
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