

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, August 17, 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
Kevahn Steinke, SKWRF Maintenance Supervisor
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

Members of the community were in attendance.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of August 3, 2015
2. Approval of Vouchers WSUD #24189 through #24235 in the amount of \$65,439.34
3. Approval of Vouchers SKWRF #13217 through #13243 in the amount of \$29,440.62
4. Approval of August Payroll in the amount of \$177,685.24

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

BOARD DISCUSSION/ACTION

Resolution 564-15, Contract for VOIP Telephone System

Commissioner Hart moved to approve Resolution 564-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 565-15, Sewer Service Area – Urban Growth Boundaries

Commissioner Hart moved to approve Resolution 565-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 566-15, Step Increase – Brent Winters

Tabled for Executive Session

2015 Mid-Year Budget Status Report

General Manager Wilson provided the Board with a wide overview of all the financial activities of West Sound Utility District operations and the Joint Wastewater Treatment Plant (SKWRF) through June 30, 2015. The District is in strong fiscal condition with more than sufficient cash flow to meet the expenditure requirements of all funds.

ATTORNEY'S REPORT

Attorney Bagwell advised the Board he would need a few minutes in Executive Session to brief them on potential litigation.

PLANT OPERATIONS REPORT

Maintenance Supervisor Steinke reported:

- Demolition of the north dome is nearly complete and installation of the new cover will take place in the last two weeks of August; both digesters should be fully operational by late September
- The power outages on August 14th caused several equipment problems
- The HIS blower has failed again – we are conferring with the vendor for resolution of the ongoing problems
- The reclaimed water program is going well
- The Clarifier Hydraulic Modeling draft report is due by the end of August
- Draft design for the Storage Building is being reviewed

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- The District experienced wide spread power outages at our lift stations and well sites on August 14th; the Crownwood Lift Station was damaged and is undergoing repairs
- The pre-construction meeting for the Villa Carmel Lift Station rehabilitation has taken place and work should begin in October
- Bid documents for Fircrest and Powell Reservoir rehabilitation are being prepared
- The five 2015 Lift Station Improvement projects are progressing
- The contractor for Horstman Heights Phase 2 is testing and repairing sewer mains
- Brian Smalley has been pressure washing roofs at the Lund Ave Facility using the new manlift
- Erik Roloff has completed CDL training and has received his Class A license

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- We are testing Windows 10 in the network
- Application Management: new anti-virus client and removed firewall management server
- Device Management: replaced AP in the crew's shop and new UPS for SKWRF
- New Product Update: a new server for SKWRF has been ordered and we will be scheduling support for the switch install at SKWRF
- We lost water PLC programming at Salmonberry the weekend of August 15th

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- We are discussing investment options with Kitsap County
- Everything is going well

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- The next regular Board Meeting will be Tuesday, September 8th
- The next SAC meeting is scheduled for October 21st at SKWRF
- We are waiting for finalization of the Karcher Creek property transfer
- There are still two issues that need to be resolved to comply with the District's interlocal agreement with the City of Port Orchard: the joint ownership of the STP needs to be reflected on the PWTF Loan documents and on the title for the property
- The District will continue striving to coordinate paving projects with Kitsap County

COMMISSIONER REPORTS

None

EXECUTIVE SESSION

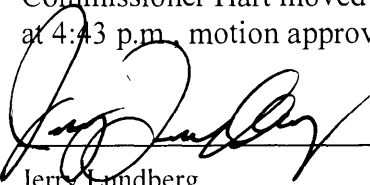
The Board of Commissioners went into Executive Session at 4:25 p.m. with General Manager Wilson and Legal Counsel Ken Bagwell to discuss potential litigation and employee performance evaluation. The Board returned to regular session at 4:40 p.m.

Resolution 566-15, Step Increase – Brent Winters

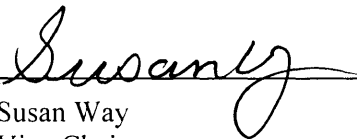
Commissioner Hart moved to approve Resolution 566-15. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

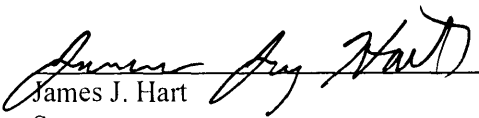
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:43 p.m. motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
AUGUST 17, 2015 WSUD BOARD MEETING**

AUGUST PAYROLL:	91925	SEWER OPERATIONS	56,776.92
	91926	WATER OPERATIONS	57,960.88
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	56,243.36
	GRAND TOTAL PAYROLL ALL FUNDS:		177,685.24

ACCOUNTS PAYABLE: DISTRICT

District voucher #24189 through #24235 issued 8/24/15 in the amount of \$ 65,439.34:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	16,671.10
Fund 91926 - Water Operating Fund	39,954.29
Fund 91927 - Information Technology Fund	6,183.19
Fund 91930 - Water Capital Improvement fund	2,630.76
Fund 91933 - Sewer Capital Improvement Fund	0.00

TOTAL DISTRICT ACCOUNTS PAYABLE 65,439.34

SKWRF

SKWRF vouchers #13217 through #13243 issued 08/24/15 in the amount of \$29,440.62:

Fund 91928 - SKWRF Operating Fund	27,181.86
Fund 91931 - SKWRF Capital Improvement Fund	2,258.76

TOTAL SKWRF ACCOUNTS PAYABLE 29,440.62

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 94,879.96