

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, September 2, 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 3:05 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of August 4, 2014
2. Approval of Special Board Meeting Minutes of August 18, 2014
3. Approval of Vouchers WSUD #23283 through #23343 (includes voiding previously approved vouchers #23225 and #23281) in the amount of \$83,423.93
4. Approval of Vouchers SKWRF #12643 through #12696 in the amount of \$73,961.92

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Hart; motion approved 2-0, (Commissioner Lundberg not present for the vote).

BOARD DISCUSSION/ACTION

Resolution 514-14, DEC for Silverview Estates – Phase 2

Commissioner Way moved to approve Resolution 514-14. The motion was seconded by Commissioner Hart; motion approved 3-0.

First Reading Resolution 515-14, Public Records Policy

General Manager Wilson discussed the need to have our Public Records Policy updated.

Discussion: Port Orchard Wholesale Water

General Manager Wilson discussed the possibility of West Sound selling wholesale water to the City of Port Orchard. He provided a chart showing how much it costs the District to produce water and comparing West Sound with Bremerton and Port Orchard.

Discussion: Phillips Rd. ULID Update

General Manager Wilson updated the Board on the ULID process and provided a preliminary construction and project budget. It is likely we will need to do a benefit analysis showing the property values today compared to future property values with water and sewer utilities available. The District should know by the end of the year if the project will be going forward.

Discussion: Clayton Longacre Claim

General Manager Wilson updated the Board on the status of Clayton Longacre's claim and the pending settlement agreement with the District. Attorney Bagwell reported that little progress has been made. The Board agreed that unless the terms of the settlement agreement are met the District was authorized to terminate Mr. Longacre's water service.

2015-2034 Water, Sewer, SKWRF Capital Projects Review

General Manager Wilson gave the Board an overview of the 2015-2034 Capital Projects plans. He pointed out key years that long term debt will be paid off, freeing revenue for capital projects without need for additional financing. Plant Manager Screws discussed the detail of the SKWRF program and Operations Manager Winters presented the water and sewer programs.

ATTORNEY'S REPORT

None

PLANT OPERATIONS REPORT

Plant Manager Screws reported on the status of the digester lid replacement, the retaining wall, screen modifications, the upper driveway, and reclaimed water/MBR. He also noted that a group from SKHS and the Port Orchard Rotary will be visiting the plant to walk Karcher Creek.

OPERATION MANAGER'S REPORT

Water/Sewer Operations Manager Winters reported the status of Villa Carmel, Sinclair and Aidan lift station rehabilitations, the Fircrest standpipe rehabilitation, relocated water service on Par Fore, and pressure washing Salmonberry and Powell ground reservoirs. He advised the Board the Silview Estates Phase 2 is progressing and sewer main is being installed.

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported on the Administration Barracuda back-up upgrade, new security cameras, webpage enhancements, Verizon connectivity for the fleet, and the SKWRF guest network. He also reported on his projects at the Port of Bremerton.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported that Rassy Elliott and Joy Ramsdell are scheduled to attend the WFOA conference later this month. Salary and benefits projections for 2015-2016 have been calculated and provided to department managers.

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- 2015-2016 Budget process underway
- Linda Dupee has expressed a desire to attend meetings regarding the Phillips ULID
- The Interlocal Agreement with Kitsap County regarding the additional sewer hookups on Beach Drive has not been signed; he is continuing to work on this project.

COMMISSIONER REPORTS

Commissioners Way, Hart and Lundberg all attended the August 27th SAC Meeting and the August 18th special meeting for training covering public records, records retention and open public meetings. Commissioners Way and Hart attended the August 28th Section II meeting.


EXECUTIVE SESSION

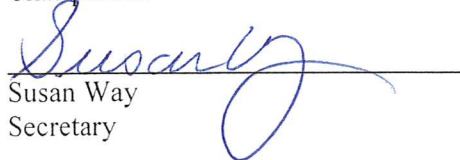
The Board of Commissioners went into Executive Session at 6:03 p.m. with General Manager Wilson for ten minutes to discuss the General Manager's performance evaluation.

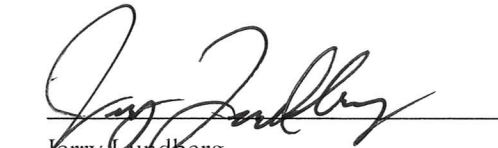
The Board returned to regular session at 6:15 p.m.

ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 6:17 p.m., motion approved 3-0.


James J Hart
Chairperson


Susan Way
Secretary


Jerry Lundberg
Vice-Chair

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
SEPTEMBER 2, 2014 WSUD BOARD MEETING**

AUGUST PAYROLL:	91925	SEWER OPERATIONS	53,233.10
	91926	WATER OPERATIONS	57,214.96
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	<u>56,307.74</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>173,329.41</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #23283 through #23322 issued 08/25/14 in the amount of \$70,578.42; and vouchers #23323 through #23343 issued 9/8/14 in the amount of \$ 12,944.40; and void voucher #23225 issued 7/28/14 in the amount of \$51.62 and void voucher #23281 issued 8/11/14 in the amount of \$47.27:

Fund 91925 - Wastewater Operating Fund	15,733.98
Fund 91926 - Water Operating Fund	61,940.19
Fund 91927 - Information Technology Fund	4,417.11
Fund 91924 - Water & Wastewater Rev & Res Bond Fund	300.00
Fund 91933 - Sewer Capital Improvement Fund	1,032.65
TOTAL DISTRICT ACCOUNTS PAYABLE	83,423.93

SKWRF

SKWRF vouchers #12643 through #12669 issued 08/25/14 in the amount of \$32,065.74; and vouchers #12670 through #12696 issued 9/8/14 in the amount of \$41,896.18:

Fund 91928 - SKWRF Operating Fund	73,961.92
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	73,961.92

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>157,385.85</u></u>
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