

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday, September 23, 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
Deena Carpenter, Customer Service Representative
Ken Bagwell, District Attorney

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of September 2, 2014
2. Approval of Vouchers WSUD #23344 through #23392 in the amount of \$77,506.11
3. Approval of Vouchers SKWRF #12697 through #12720 in the amount of \$32,070.83
4. Approval of September Payroll in the amount of \$168,702.20

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 515-14, Public Records Policy

Commissioner Way moved to approve Resolution 515-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

First Reading Resolution 516-14, 2015 Salary Schedule (2014 Salary Survey)

General Manager Wilson discussed the need to update of some of the job classifications and recommending a cost of living increase.

Resolution 517-14, Clayton Longacre Utility Payment Plan Agreement

Commissioner Way moved to approve Resolution 517-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 518-14, Acceptance of Wild Creek Development Project

Commissioner Way moved to approve Resolution 518-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

City of Port Orchard – 2016 Comprehensive Plan Update

General Manager Wilson presented a map showing the proposed boundary changes by the City of Port Orchard in regards to the UGA plan.

2015-2034 Water, Sewer, and SKWRF Capital Projects Review

Plant Manager Screws updated the Board on the following for review in the 2015/2016 Budget

- 2015 Storage Building
 - Deck Coating
 - Bio solid feasibility study
 - Secondary Clarifier Modification
- 2016 Exterior coating
 - NBR Feasibility Study
 - Boiler
 - HVAC in the Admin. Building.

ATTORNEY'S REPORT

Attorney Bagwell reported that he worked on the Longacre payment agreement plan.

PLANT OPERATIONS REPORT

Plant Manager Screws reported on: the sediment sampling is complete, the DNR lease, Digester lid bids are out, retaining wall bids are in, upper driveway repair is out to bid, reclaim water going well and dechlorination pump has been replaced.

OPERATION MANAGER'S REPORT

Operations Manager Winters reported on the Villa Carmel, Sinclair, and Aiden lift stations rehabilitation status, the District installed 2 new water services, Silverview phase 2 sewer is complete, safety training for confined space is scheduled and a driving simulator training is scheduled for November.

IT MANAGER'S REPORT

IT Manager Whitehead reported on Vue Works, camera installations, new backup server is in, Hartstene Pointe migration, Springbrook annual agreement and plans for installing a new phone system.

CUSTOMER SERVICE/ADMIN REPORT

Tracy Fantz was on vacation.

GENERAL MANAGER'S REPORT

General Manager Wilson updated the Commissioners on the progress of the Phillips Rd ULID, City of Port Orchard wholesale water, attended the ICMA Conference and had a Budget meeting with Department heads with the Budget expected to be completed for review by October 15th.

COMMISSIONER REPORTS

Commissioner Hart reported he attended the Spokane Conference and was impressed with the information on cyber safety. He appreciated the IT help he personally received from Michael Whitehead. He also noted that the District received a letter of thanks for the excellent customer service they received from Debbie Raymond.

EXECUTIVE SESSION

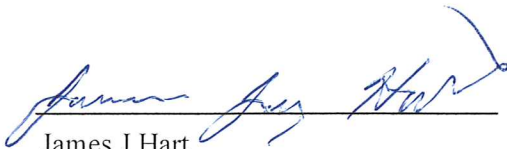
The Board of Commissioners went into Executive Session at 4:48 p.m. with General Manager Wilson for 10 minutes to discuss employee performance with no action being taken.

The Board returned to regular session at 5:00 p.m.

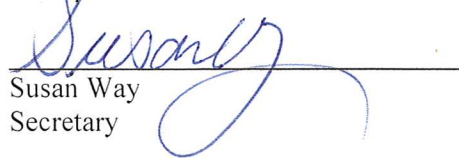
Note: The Board of Commissioners will not be meeting on October 6th for a regular Board meeting since Commissioner Lundberg will be out of town for the next 2-3 weeks. The next regular meeting will be Oct. 20th.

ADJOURN

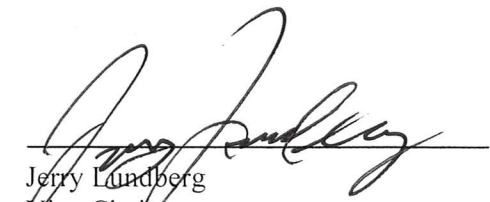
Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 5:17 p.m., motion approved 3-0.



James J Hart
Chairperson



Susan Way
Secretary



Jerry Lundberg
Vice-Chair

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
SEPTEMBER 23, 2014 WSUD BOARD MEETING**

SEPTEMBER PAYROLL:	91925	SEWER OPERATIONS	52,318.18
	91926	WATER OPERATIONS	56,266.38
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	53,544.03
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	GRAND TOTAL PAYROLL ALL FUNDS:		168,702.20
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #23344 through #23392 issued 09/22/14 in the amount of \$77,506.11:

Fund 91925 - Wastewater Operating Fund	15,989.93
Fund 91926 - Water Operating Fund	48,988.18
Fund 91927 - Information Technology Fund	6,542.00
Fund 91924 - Water & Wastewater Rev & Res Bond Fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	5,986.00
TOTAL DISTRICT ACCOUNTS PAYABLE	77,506.11

SKWRF

SKWRF vouchers #12697 through #12720 issued 09/22/14 in the amount of \$32,070.83:

Fund 91928 - SKWRF Operating Fund	32,070.83
Fund 91931 - SKWRF Capital Improvement Fund	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	32,070.83

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	109,576.94
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