

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, October 19, 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

Members of the community were in attendance.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of September 21, 2015
2. Approval of Vouchers WSUD #24714 through #24799 in the amount of \$161,004.65
3. Approval of Vouchers SKWRF #13290 through #13345 in the amount of \$87,883.35
4. Approval of October Payroll in the amount of \$171,428.88

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 570-15, SKWRF Property Conveyance

Tabled until next Board Meeting

First Reading: Resolution 572-15, District Employee's 2016 Cost-of-Living Adjustment

General Manager Wilson recommended a 1% COLA based on CPI-U and CPI-W indexes for Seattle mid-year 2015. There will be no change to the \$950.00 District contribution for employee health benefits.

Resolution 573-15, Prosperity Place Plat – Developer's Extension Agreement

Commissioner Hart moved to approve Resolution 573-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution 574-15, Randy Bowers Step Increase

Tabled for Executive Session

First Reading: Resolution 575-15, Safety Program

This resolution will amend the Personnel Policy Manual, Section 8, "Employee Safety".

Discussion: Kitsap County Comprehensive Planning (East Port Orchard UGA)

General Manager Wilson will be meeting with staff from Kitsap County and the City of Port Orchard next Monday to discuss the proposed changes to the East Port Orchard UGA. The down-sizing would be detrimental to the District and our rate payers.

ATTORNEY'S REPORT

Attorney Bagwell reported there has been no change to the status of our Beach Drive service area.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Staff have identified issues with the primary clarifiers that will require repairs
- SKWRF will monitor and assess biogas production
- The Clarifier Hydraulic Modeling draft report is due by the end of the week – no status change
- Preliminary design work for the Storage Building should be complete by year end – no status change
- SKWRF has not received a site visit report from the Dept. of Labor and Industries yet
- The Public Outreach and Education program will be operating in October and November with classroom visits and District and SKWRF site visits.

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- The Villa Carmel Lift Station project is going well and may be completed by the end of November
- Equipment is still being received for the 2015 Lift Station Improvement Project
- Horstman Heights Phase 2 is complete and waiting for a final inspection after the road work is completed
- Nathan's Glen is complete and came in under budget
- Sewer manhole testing and channeling remain to be done for Silverview Phase 2
- The Les Schwab sewer extension is installed – still needs to be cleaned and televised; they are working on the water main and building footings

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The District and SKWRF Shortel Phone System has been installed and is operating. There are still issues that are being addressed to ensure all the features are working properly.

- Projects for the Port of Bremerton include purchasing a camera system and work on the Port Orchard Marina Wi-Fi.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Preparing for 2016 IRS reporting on 2015 ACA requirements
- Kitsap County has advised us that Bank of America will no longer offer the County their services; therefore they are in the process of selecting a new bank

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- We will be making a few adjustments to the 2016 portion of the 2015-2016 budget
- There is a SAC meeting scheduled for October 21st – the 2016 ERU calculation should be approved at this meeting
- The Quit Claim Deed for the Karcher Property has been recorded. We will move forward with discovering the best way to remove the old reservoir
- The boundary line adjustment for Silverview Estates was approved, we are now working on getting a Quit Claim Deed

COMMISSIONER REPORTS

None

EXECUTIVE SESSION

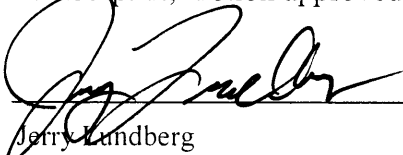
The Board of Commissioners went into Executive Session at 4:25 p.m. with General Manager Wilson and Operations Manager Winters to discuss employee performance evaluation. The Board returned to regular session at 4:31 p.m.

Resolution 574-15, Step Increase – Randy Bowers

Commissioner Hart moved to approve Resolution 574-15. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

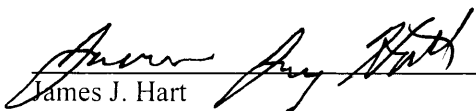
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:35 p.m., motion approved 3-0.



 Jerry Lundberg
 Chairperson



 Susan Way
 Vice-Chairperson



 James J. Hart
 Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 19, 2015 WSUD BOARD MEETING**

OCTOBER PAYROLL:	91925	SEWER OPERATIONS	54,919.05
	91926	WATER OPERATIONS	55,716.36
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	54,089.39
	GRAND TOTAL PAYROLL ALL FUNDS:		171,428.88

ACCOUNTS PAYABLE: DISTRICT

District vouchers #24714 through #24759 issued 10/12/15 in the amount of \$62,672.50; and vouchers #24760 through #24799 issued 10/26/15 in the amount of \$98,332.15:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	29,827.67
Fund 91926 - Water Operating Fund	65,921.02
Fund 91927 - Information Technology Fund	46,642.54
Fund 91930 - Water Capital Improvement fund	2,213.26
Fund 91933 - Sewer Capital Improvement Fund	16,400.16
TOTAL DISTRICT ACCOUNTS PAYABLE	161,004.65

SKWRF

SKWRF vouchers #13290 through #13320 issued 10/12/15 in the amount of \$50,998.03; and vouchers #13321 through #13345 issued 10/26/15 in the amount of \$36,885.32:

Fund 91928 - SKWRF Operating Fund	87,883.35
Fund 91931 - SKWRF Capital Improvement Fund	0.00
TOTAL SKWRF ACCOUNTS PAYABLE	87,883.35

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	248,888.00
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