

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 20, 2014 3:00 p.m.

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

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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 23, 2014
2. Approval of Vouchers WSUD #23393 through #23466 (includes voiding previously issued voucher #23362) in the amount of \$101,502.59
3. Approval of Vouchers SKWRF #12721 through #12767 in the amount of \$83,188.59
4. Approval of October Payroll in the amount of \$165,386.62

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 516-14, 2015 Salary Schedule

Commissioner Way moved to approve Resolution 516-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 519-14, Promotion and Salary Adjustment for Randy Bowers

Tabled for Executive Session

Resolution 520-14, Salary Adjustment for Jerald Johnson

Tabled for Executive Session

Resolution 521-14, Bid Award – SKWRF Retaining Wall

Commissioner Way moved to approve Resolution 521-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Wholesale Water Proposal – City of Port Orchard

General Manager Wilson reported the City of Port Orchard has updated their contract with the City of Bremerton and it looks like there will be no potential agreement between West Sound Utility District and the City at this time.

Discussion: Public Works Trust Fund Loans

General Manager Wilson informed the Board that the Department of Commerce was asking for a change of Trust Fund payment date from July 1 to June 1<sup>st</sup>. The Board disagreed and the date West Sound will make the payment will remain as is.

First Reading: Resolution 523-14, WSUD & SKWRF 2015-16 Biennial Budget

General Manager Wilson presented the 2015-2016 Biennial Budget to the Board.

Resolution 524-14, Restructuring District's Funds & Repealing Resolution 327-11

Commissioner Way moved to approve Resolution 524-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

ATTORNEY'S REPORT

Attorney Bagwell reported he was researching the new Washington State law regarding legalizing marijuana use and the District may need to redefine their policy in the future.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- DNR lease for outfall update
- Digester Lids Replacement is progressing
- Retaining wall project to commence October 27, 2014
- Gathering quotes for the upper driveway project
- Reclaimed water has been terminated for the remainder of the year
- De-chlorination system update and savings with new pumps

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- Villa Carmel, Sinclair and Aidan lift stations progress
- Silverview Phase 2 sewer and water lines have been installed but not tested and earth work is being red tagged by the County.
- Team 4 delivered the bid schedule for Nathans Glen and we need to decide if performing the work during the rainy season is acceptable.
- Dead end main on Sequoia tied in to the main on Pine Tree and fire hydrant relocation complete.

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Vue Works sandbox launched for SKWRF this week
- Barracuda backup server on line
- Second security camera is installed for better visual in back crew lot
- Updated the Board on a recent internet security issue

CUSTOMER SERVICE/ADMIN REPORT

Assistant Finance Manager Tracy Fantz was on vacation.

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- PEBB will be at the District Oct 29 to answer open enrollment and health care questions.
- Caseco has a contract with Mr. Longacre; a payment deposit and a start date is needed for the work to be performed.
- Update on the progress on Phillips Road ULID and available Beach Drive sewer connections.

COMMISSIONER REPORTS

The Commissioners had nothing new to report.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:30 p.m. with General Manager Wilson for 15 minutes to discuss employee performance.

The Board returned to regular session at 4:45 p.m.

Resolution 519-14, Promotion and Salary Adjustment for Randy Bowers

Commissioner Way moved to approve Resolution 519-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 520-14, Salary Adjustment for Jerald Johnson

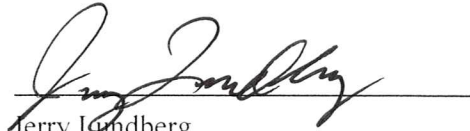
Commissioner Lundberg moved to approve Resolution 520-14. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

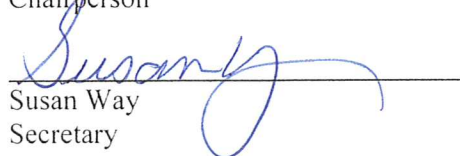
Commissioner Way moved and Commissioner Lundberg seconded the motion to adjourn the meeting at 5:02 p.m., motion approved 3-0.



James J Hart  
Chairperson



Jerry Lundberg  
Vice-Chair



Susan Way  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
OCTOBER 20, 2014 WSUD BOARD MEETING**

OCTOBER PAYROLL:	91925	SEWER OPERATIONS	51,016.49
	91926	WATER OPERATIONS	54,475.59
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	<u>53,320.93</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>165,386.62</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #23393 through #23420 issued 10/13/14 in the amount of \$17,587.83; and vouchers #23421 through #23422 issued 10/20/14 in the amount of \$14,208.54; and vouchers #23423 through #23466 issued 10/27/14 in the amount of \$70,117.22; and void voucher #23362 issued 9/22/14 in the amount of \$411.00:

Fund 91925 - Wastewater Operating Fund	27,213.45
Fund 91926 - Water Operating Fund	50,874.20
Fund 91927 - Information Technology Fund	14,810.76
Fund 91930 - Water Capital Improvement fund	563.18
Fund 91933 - Sewer Capital Improvement Fund	8,041.00
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>101,502.59</b>

SKWRF

SKWRF vouchers #12721 through #12751 issued 10/13/14 in the amount of \$57,518.64; and vouchers #12752 through #12753 issued 10/20/14 in the amount of \$8,391.82; and vouchers #12754 through #12767 issued 10/27/14 in the amount of \$17,278.13:

Fund 91928 - SKWRF Operating Fund	73,698.59
Fund 91931 - SKWRF Capital Improvement Fund	<u>9,490.00</u>
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>83,188.59</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<u><u>184,691.18</u></u>
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