

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, November 2, 2015 3:00 p.m.

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

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Attending: Michael Wilson, General Manager  
Brent Winters, Operations Manager  
Michael Whitehead, IT Manager  
Randy Screws, SKWRF Plant Manager  
Tracy Fantz, Asst. Finance Manager

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 October 19, 2015
2. Approval of Vouchers WSUD #24800 through #24835 in the amount of \$50,944.18
3. Approval of Vouchers SKWRF #13346 through #13369 in the amount of \$33,441.09

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

BOARD DISCUSSION/ACTION

Resolution 570-15, SKWRF Property Conveyance

Tabled until next Board Meeting

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

Commissioner Hart moved to approve Resolution 572-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Second Reading: Resolution 575-15, Safety Program

Commissioner Hart moved to approve Resolution 575-15. The motion was seconded by Commissioner Way; motion approved 3-0.

First Reading: Resolution 576-15, Amending the 2015-16 WSUD Budget

General Manager Wilson presented the Board with an amended 2015-16 Biennial Budget. Changes were made to the Water, Wastewater and SKWRF Capital Budgets. Several projects have been shifted from 2015 to 2016.

Resolution 577-15, Professional Services Agreement – HDR Engineering

Commissioner Hart moved to approve Resolution 577-15. The motion was seconded by Commissioner Way; motion approved 3-0.

Report: Grease Interceptor Exemption Agreement – Little Caesars

General Manager Wilson updated the Board regarding the Grease Interceptor Exemption Agreement he will be executing with the new owner of Little Caesars.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Working on addressing issues with the last clarifier
- Digester Lid Project is complete
- Clarifier Hydraulic Modeling – no change in status
- Storage Building – no change in status
- As part of the Public Outreach and Education Program, visits have been made to classrooms and students will visit the District and SKWRF on November 13th

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- The Villa Carmel Lift Station Rehabilitation project is going well, the building should be delivered by November 17<sup>th</sup>
- Brada and Crownwood Lift Station Rehabilitations are complete, work will continue with Orchard Bluff, Grandridge and Conifer Park
- Soil boring is complete at both Well #1 and Well #22 Pump House
- Final inspection of Horstman Heights Phase 2 will be scheduled after road work completion
- Sewer manhole testing and channeling remain to be completed for Silverview Phase 2
- Prosperity Plat – currently waiting for the ROW permit to be submitted
- The Les Schwab Project is progressing well

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- The Shortel phone system implementation has been completed
- Several server moves and builds are scheduled
- Staff continue to find new ways to utilize VueWorks; we will move forward to put cell radios in all trucks and issue laptops/pads for field entry
- We will be establishing an outdoor wireless access point for connectivity in the back lot

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Everything in the office is going well
- A HCA representative is scheduled to be on site November 10<sup>th</sup> for a PEBB open enrollment presentation
- We have received the final restitution payment for a 2010 vandalism incident

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

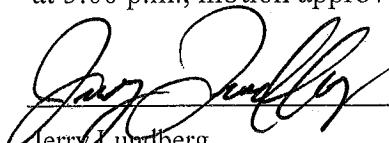
- He has had meetings with the County and City of Port Orchard regarding the proposed Urban Growth Boundary adjustments
- Work continues determining the best method to remove the old reservoir structure at the Karcher Creek property
- We will be working with the Port of Bremerton to establish a 2016 contract for IT Services
- Will be presenting the amended 2016 SKWRF budget to the City Council on November 10<sup>th</sup>
- Working with Craig Baldwin regarding a water and sewer subarea plan for the Sedgwick Interchange

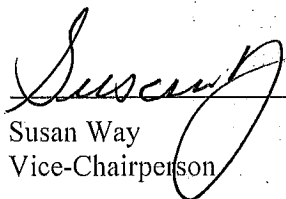
COMMISSIONER REPORTS

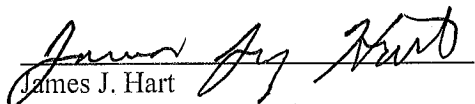
Commissioner Hart attended both Section 2 and WAWSD meetings in October.

ADJOURN

Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 5:00 p.m., motion approved 3-0.

  
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Jerry Lundberg  
Chairperson

  
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Susan Way  
Vice-Chairperson

  
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James J. Hart  
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
NOVEMBER 02, 2015 WSUD BOARD MEETING**

NOVEMBER PAYROLL:	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
GRAND TOTAL PAYROLL ALL FUNDS:			0.00

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #24800 through #24835 issued 11/09/15 in the amount of \$50,944.18:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	3,859.28
Fund 91926 - Water Operating Fund	12,309.80
Fund 91927 - Information Technology Fund	1,920.51
Fund 91930 - Water Capital Improvement fund	300.05
Fund 91933 - Sewer Capital Improvement Fund	32,554.54
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>50,944.18</b>

**SKWRF**

SKWRF vouchers #13346 through #13369 issued 11/09/15 in the amount of \$33,441.09:

Fund 91928 - SKWRF Operating Fund	33,441.09
Fund 91931 - SKWRF Capital Improvement Fund	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>33,441.09</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>84,385.27</b>
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