

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 17, 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, Asst. Finance Manager
Ken Bagwell, District Attorney

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Commissioner Hart noted that a WSUD customer had written a letter to the Commissioners seeking further leak adjustment credits. General Manager Wilson will respond to Mr. Hughes.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of November 3, 2014
2. Approval of Vouchers WSUD #23502 through #23549 in the amount of \$110,116.91
3. Approval of Vouchers SKWRF #12785 through #12806 in the amount of \$31,272.63
4. Approval of November Payroll in the amount of \$163,391.03

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

BOARD DISCUSSION/ACTION

Resolution 526-14, Bid Award SKWRF Digester Lids Removal

Commissioner Way moved to approve Resolution 526-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 527-14, Step Increase for Karen Vargo

Tabled for Executive Session

Discussion: Phillips Road ULID Informational Meeting, November 24th at 5:00 p.m.
General Manager Wilson updated the Board on the current status of the proposed Phillips Road ULID. Packets have been sent to owners of property in the proposed ULID area and an informational meeting with property owners has been scheduled for November 24, 2014.

Second Reading: Resolution 523-14, WSUD & SKWRF 2015-16 Biennial Budgets
General Manager Wilson reviewed portions of the 2015-16 Budgets with the Board, specifically looking at capital outlay and travel/training.

ATTORNEY'S REPORT

Attorney Bagwell reported that he is looking forward to a new County Prosecutor taking office in January 2015. He will be making every effort to build a good working relationship that will benefit the District.

PLANT OPERATIONS REPORT

Plant Manager Screws had the following to report:

- DNR Lease for Outfall in on schedule for lease review in the first quarter of 2015
- Digester lid demolition is scheduled for December
- Retaining wall project is complete
- Work has begun on the upper driveway
- Work will begin on the new de-chlorination educator system next week
- Mixed liquor waste line project is complete
- The EPO 5th grade students tour was a success

OPERATION MANAGER'S REPORT

Operations Manager Winters reported:

- Villa Carmel Lift Station Rehabilitation – HDR is working on drawings and bid documents
- Sinclair and Aidan Lift Station Rehabilitation projects continue
- Silverview Phase 2 – water and sewer systems still require testing
- Installation of the Conifer Park Water Main Extension is complete – waiting test results
- Driving Simulator is on site the week of November 17th to November 21st
- EPO day was very successful

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Vue Works projects continue
- Other staff members are receiving additional training to serve as a back-up in the IT Manager's absence
- WSUD will be switching from Postini mail filters to Barracuda
- The Lund Ave Facility outer door keypads are showing wear and will need to be replaced

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- Customer Service has changed the timing of their shut-off notices and are pleased with the results
- Finance is working in the test environment of Springbrook preparing for the BARS general ledger conversion in 2015

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- The State Auditors are here and the entrance conference is scheduled for November 20th
- The USGS Study was published in June 2014, we will be reviewing the results
- He is still pursuing an agreement with Kitsap County determining how WSUD can utilize Beach Dr. available connections
- Several staff members have excess vacation on the books that needs to be taken by year end

COMMISSIONER REPORTS

None

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:40 p.m. with General Manager Wilson for five minutes to discuss employee performance.


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

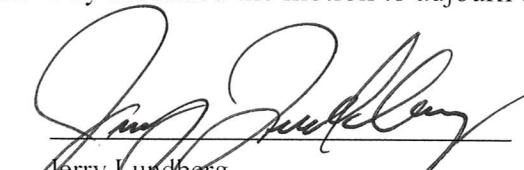
Resolution 527-14, Step Increase for Karen Vargo

Commissioner Lundberg moved to approve Resolution 527-14. The motion was seconded by Commissioner Way; motion approved 3-0.

ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the meeting at 4:55 p.m., motion approved 3-0.


James J Hart
Chairperson


Jerry Lundberg
Vice-Chair


Susan Way
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
NOVEMBER 17, 2014 WSUD BOARD MEETING**

NOVEMBER PAYROLL:	91925	SEWER OPERATIONS	51,234.73
	91926	WATER OPERATIONS	54,908.10
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	50,674.59
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	GRAND TOTAL PAYROLL ALL FUNDS:		163,391.03
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #23502 through #23549 issued 11/24/14 in the amount of \$110,116.91:

Fund 91925 - Wastewater Operating Fund	15,257.88
Fund 91926 - Water Operating Fund	34,600.20
Fund 91927 - Information Technology Fund	5,064.58
Fund 91930 - Water Capital Improvement fund	3,268.22
Fund 91933 - Sewer Capital Improvement Fund	51,926.03
TOTAL DISTRICT ACCOUNTS PAYABLE	110,116.91

SKWRF

SKWRF vouchers #12785 through #12806 issued 11/24/14 in the amount of \$31,272.63:

Fund 91928 - SKWRF Operating Fund	31,272.63
Fund 91931 - SKWRF Capital Improvement Fund	0.00
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TOTAL SKWRF ACCOUNTS PAYABLE	31,272.63

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	141,389.54
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