

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 December 8, 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  
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

CONSENT AGENDA

1. Approval of Board Meeting Minutes of November 17, 2014
2. Approval of Vouchers WSUD #23550 through #23577 in the amount of \$26,499.83
3. Approval of Vouchers SKWRF #12807 through #12821 in the amount of \$28,275.22
4. Approval of December Payroll in the amount of \$165,098.33

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

BOARD DISCUSSION/ACTION

Discussion: Phillips Road ULID Informational Meeting

General Manager Wilson brought the Board up to date on the informational meeting that was held on November 24<sup>th</sup>. Several citizens interested in the ULID also attended today's Board Meeting and each person wishing to speak was offered the opportunity to do so. Commissioner Hart thanked all of those attending.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 3:30 p.m. with General Manager Wilson and Attorney Bagwell for ten minutes to discuss a potential lawsuit.

The Board returned to regular session at 3:40 p.m.

Final Reading: Resolution 523-14, WSUD & SKWRF 2015-2016 Biennial Budgets

Commissioner Way moved to approve Resolution 523-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

First Reading: Resolution 528-14, Water/Sewer Utility Rates and Procedures

General Manager Wilson reviewed proposed rate changes and gave detailed explanations for each category. If approved the rate changes will be effective March 1, 2015.

Resolution 529-14, Surplus Personal Property

Commissioner Way moved to approve Resolution 529-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Resolution 530-14, General Manager Excess Accrued Vacation

Commissioner Way moved to approve Resolution 530-14. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

Discussion: Washington State Auditor's Office (2012-2013 Audit)

General Manager Wilson informed the Board that the State Auditors are still on site. The audit process is going well and we should expect our completed audit reports for both the District and SKWRF in January 2015

ATTORNEY'S REPORT

None

PLANT OPERATIONS REPORT

Plant Manager Screws reported on the DNR Lease for outfall and the Digester Lid Replacement project. He reported that the Retaining Wall is complete and the Upper Driveway will be complete when weather permits the paving to be finished. The Notice of Intent to be included under the general biosolids permit has been filed with the State.

OPERATION MANAGER'S REPORT

Operations Manager Winters reported on the current status of the Villa Carmel, Sinclair and Aidan Lift Station Rehabilitations. He updated the Board on the status of Silverview Phase 2 and the Conifer Park Water Main Extension. The reservoirs for Well #1 and #5 have been cleaned.

IT MANAGER'S REPORT

IT Manager Whitehead reported he has started the annual IT password review and update. He will be meeting with a WaveCable engineer to discuss fiber optic services. District anti-virus services have been migrated from one server to another. Current work on the website included adding "Start and Stop Services" and a Happy Holidays banner. The firewall was updated to address the "Poodle" security vulnerability. Exterior door pads have been replaced.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported that Customer Service will be training a representative from Hartstene Point in utilizing the HP Springbrook software. Finance has been working with the Auditors and is still testing the BARS chart of accounts in anticipation of converting the live system in early 2015.

GENERAL MANAGER'S REPORT

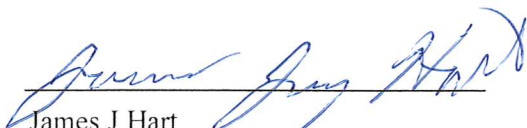
General Manager Wilson reported he has several performance evaluations to complete. He will also be updating a few job descriptions consistent with the budget. He is planning to conduct individual meetings with all employees. General Manager Wilson is still working with Kitsap County to reach an agreement regarding additional sewer connections on Beach Drive. He continues to work with the Department of Veteran's Affairs to complete the transfer of Karcher Creek Tracts A & B.

COMMISSIONER REPORTS

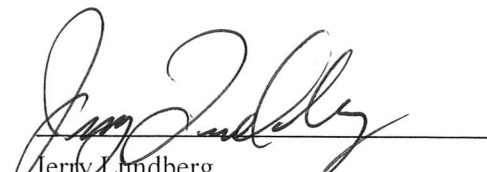
Commissioners Hart and Way attended SAC and Section II meetings and Commissioner Hart attended a WASWD meeting.

ADJOURN

Commissioner Way moved and Commissioner Lundberg seconded the motion to adjourn the meeting at 4:45 p.m., motion approved 3-0.

  
James J Hart  
Chairperson

  
Susan Way  
Secretary

  
Jerry Lundberg  
Vice-Chair

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
DECEMBER 8, 2014 WSUD BOARD MEETING**

DECEMBER PAYROLL:	91925	SEWER OPERATIONS	51,134.68
	91926	WATER OPERATIONS	54,886.73
	91927	INFORMATION TECHNOLOGY	6,573.61
	91928	SKWRF	52,503.31
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>165,098.33</b>

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**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #23550 through #23577 issued 12/8/14 in the amount of \$26,499.83:

Fund 91925 - Wastewater Operating Fund	3,556.47
Fund 91926 - Water Operating Fund	8,065.16
Fund 91927 - Information Technology Fund	2,455.54
Fund 91930 - Water Capital Improvement fund	0.00
Fund 91933 - Sewer Capital Improvement Fund	12,422.66

**TOTAL DISTRICT ACCOUNTS PAYABLE 26,499.83**

**SKWRF**

SKWRF vouchers #12807 through #12821 issued 12/8/14 in the amount of \$28,275.22:

Fund 91928 - SKWRF Operating Fund	10,555.22
Fund 91931 - SKWRF Capital Improvement Fund	17,720.00

**TOTAL SKWRF ACCOUNTS PAYABLE 28,275.22**

**GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS 54,775.05**