

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 July 16th, 2012

Chairperson: Jeannie Screws
Vice Chairperson: Susan Way
Commissioner: James J. Hart
Commissioner: Jerry Lundberg

Attending: Michael Wilson, General Manager
Randy Screws, SKWRF Plant Manager
Brent Winters, Operations Manager
Tracy Fantz, Assistant Finance Manager
Sue Fowler, Customer Service Manager

The meeting was called to order by Commissioner Screws at 4:30 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

BOARD DISCUSSION/ACTION

Approval of Board Minutes of June 18th, 2012

Commissioner Hart moved to approve the minutes. The motion was seconded by Commissioner Way, passed unanimously.

Approval of Study Board Meeting Minutes of June 25th, 2012

Commissioner Hart moved to approve the minutes. The motion was seconded by Commissioner Lundberg, passed unanimously.

Approval of Board Study Minutes of July 18th, 2012

Commissioner Hart moved to approve the minutes. The motion was seconded by Commissioner Way, passed unanimously.

Introduction of New Summer Employees

Operations Manager Winters introduced the Summer Employees, Logan Stec, Bryce Gorang and Erik Roloff. Each employee introduced themselves and shared what their goals were for the future.

Resolution 381-12, Water Use Efficiency Goals

Commissioner Hart moved to approve Resolution 381-12, Commissioner Way seconded passed unanimously.

Discussion: Port Orchard/South Kitsap County UGA

General Manager Wilson informed the Commissioners that Kitsap County is completing the revision process for a number of urban growth boundaries throughout the County which has been mandated by the Central Puget Sound Growth Management Hearing Board. As a result of this effort the GM presented to the Board of Commissioners a sewer assurance resolution to adopt.

Resolution 382-12, WSUD Sewer Assurance

Commissioner Hart moved to approve, Commissioner Way seconded and all were in favor.

Resolution 383-12 Hiring Spence Cutler, SKWRF Temporary Summer Employee

Commissioner Hart moved to approve, Commissioner Way seconded and passed unanimously.

Resolution 384-12 Appointment of Acting SKWRF Manager

Commissioner Hart suggested that this be tabled until the Board goes into Executive Session.

ATTORNEY'S REPORT

Attorney Gross did not have anything to report on at this time.

PLANT MANAGER REPORT

Acting Plant Manager Randy Screws reported on the following:

- Three of the Puget Sound Energy projects are completed.
 - Booster pump
 - Lighting
 - HVAC Modification

PSE will be inspecting the projects on August 2nd. Once they are approved, PSE will release the grant funds for the projects.

The South Secondary Clarifier Rehabilitation is coming along; the contractors have completed the costing work. The staff is currently in the process of completing the mechanical and electrical work.

- MBR Failures:
 - Three cassettes had broken lines from the scour air header. Staff repaired one and will be working on the other two. Staff has been performing annual cleaning of the cassettes, every cassette has been inspected.
- Plant Re-rate:
 - Increase in capacity at the SKWRF has been denied at this time.
- NPDES Permit:
 - SKWRF should see issuance of the new Permit in September. The District should receive a copy of the draft in the next few weeks.

- Reclaimed Water:
 - A Contract Time test for the reclaimed water is scheduled to be done on Monday July 30th, by HDR engineering.

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Rama Drive Water Main Replacement Project
 - The project is going very well.
 - The water main has been installed and pressure tested.
 - The bacteriological testing will be performed Tuesday.
 - The contractor has done a good job of keeping asphalt restoration to a minimum.
- Beach Drive Water Main Installation
 - West Sound Engineering has submitted drawings to us for review.
- Well #17 Electrical Repairs
 - Operations Manager Winters has requested proposals from 3 contractors on the Small Works Roster.
 - The proposals will be based on the report of findings as submitted by Electro Technical Services.
- Fircrest Water Service Relocation
 - The project involves moving 9 water services from 2" galvanized line to a 12" ductile water main.
 - The work is being performed in advance of the County overlay on Fircrest.

Water Production

266 Million Gallons through July 2011
 239 Million Gallons through June 2012

Rain Fall

28" as of June 1, 2011
 26.1" as of July 1, 2012

FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The Finance department is running well.
- Assistant Finance Manager Fantz reported that Rassy and Joy had gone to a GFOA class. It was a two day Governmental Accounting class they found it very informative and worthwhile.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported that things are going well in the department.

- CS Manager reported that the department has been Cross Training with staff from the Finance Department. Tracy Fantz has become very useful at the Front Counter and CS department appreciates the help as they are often found shorthanded.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- GM stated that he had met with Mayor Mathes and the Board of Commissioners from the City regarding the recent personnel issues at the SKWRF. He also will be meeting with John Clauson before the SAC meeting on Wednesday night.
- GM continues to work with Brent Winters on the Reclaimed Water project. Discussing the 3 potential users, how to bring them on board etc.
- A potluck is scheduled for July 27th, from 11:30 to 1:00.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE & PAYROLL VOUCHERS

Commissioner Hart moved to approve Accounts Payable vouchers in the amount of \$378,390.54, Commissioner Way seconded and all were in favor.

Commissioner Hart moved to approve Payroll in the amount of 164,823.08, Commissioner Way seconded and all were in favor.

COMMISSIONER'S REPORT

Commissioner Way reported that she had attended the Section II meeting on June 28th, 2012.

Commissioner Hart reported that he also attended the Section II meeting on June 28th, 2012 and also the Study meeting on July 11th, 2012.

Commissioner Lundberg reported that he had attended the Study meeting on July 11th, 2012.

Commissioner Screws reported she had also attended the Section II meeting in June and the Study meeting on July 11th, 2012.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 5:25 p.m. to discuss employee's performance. Commissioner Screws was excused from attending the Executive Session. Commissioner Lundberg moved and Commissioner Way seconded the motion to return to the Board's regular meeting, approved 3-1.

Resolution 384-12 Appointment of Acting SKWRF Manager

Commissioner Lundberg moved and Commissioner Way seconded the motion to approve Resolution 384-12, motion approved 3-0.

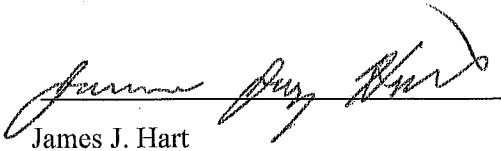
ADJOURN

Commissioner Hart moved and Commissioner Lundberg seconded the motion to adjourn the Board meeting at 5:45 p.m., motion approved 3-0.

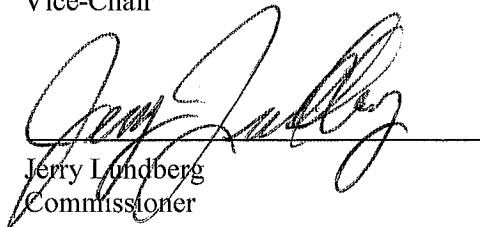


Jeannie Screws
Chairperson

Susan Way
Vice-Chair



James J. Hart
Secretary



Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JULY 16, 2012 WSUD BOARD MEETING**

JULY 2012 PAYROLL:	91925	SEWER OPERATIONS	53,197.39
	91926	WATER OPERATIONS	56,707.33
	91927	INFORMATION TECHNOLOGY	6,507.95
	91928	SKWRF	<u>48,410.41</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
91925 WASTEWATER OPERATING FUND		20864 - 20879	07/09/12	9,213.76
		20914 - 20934	07/23/12	15,314.99
		TOTAL 91925:		<u>24,528.75</u>
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91926 WATER OPERATING FUND		20842 - 20863	07/09/12	20,381.10
		20888 - 20913	07/23/12	40,351.86
		TOTAL 91926:		<u>60,732.96</u>
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91927 INFORMATION TECHNOLOGY FUND		20840 - 20841	07/09/12	669.55
		20880 - 20883	07/23/12	1,051.74
		TOTAL 91927:		<u>1,721.29</u>
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91930 WATER CIP FUND		20885 - 20887	07/23/12	100,834.54
		TOTAL 91930:		<u>100,834.54</u>
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91928 SKWRF OPERATING FUND		11285 - 11309	07/09/12	11,216.56
		11315 - 11343	07/23/12	51,848.46
		TOTAL 91928		<u>63,065.02</u>
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91931 SKWRF CAPITAL IMPROV		11277 - 11284	07/09/12	69,671.73
		11310 - 11314	07/23/12	9,335.49
		TOTAL 91931		<u>79,007.22</u>
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91933 SEWER CIP FUND		20884	07/23/12	48,500.76
		TOTAL 91933		<u>48,500.76</u>
GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:				<u><u>378,390.54</u></u>