

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 August 6<sup>th</sup>, 2012

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

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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 July 16<sup>th</sup>, 2012

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

Citizen/Customer Comments: Tim Miller

Mr. Tim Miller came to the Board of Commissioners with information regarding the use of fluoride in the District's water supply. Mr. Miller presented many articles on the subject and left these articles with the Board to review.

Resolution 386-12, DEC for Harris Road Short Plat

Commissioner Hart moved to approve Resolution 386-12. The motion was seconded by Commissioner Way, passed unanimously.

Resolution 387-12, DEC for Silverview Plat

There was discussion by Commissioner Lundberg, regarding the location of the development. Operations Manager Brent Winters explained that the development will be done in two phases, with the first to be completed closest to Phillips Road and Sedgwick Road.

Commissioner Hart moved to approve Resolution 387-12. The motion was seconded by Commissioner Way, passed unanimously.

Discussion: Pending SKWRF Projects (Hydrovolts Test Project, UW Projects, Port of Bremerton Sludge Disposal, Reclaimed Water Commitments)

- Hydrovolts Test Project – Commissioner Screws directed General Manager Wilson to draft a contract regarding Hydrovolt project with recommendations for the Board and SAC Committee to review.
- University of Washington Projects – The Commissioners approved the sponsorship of 10 University students to come to SKWRF to study and learn about water management and the water cycle.
- Reclaimed Water Commitments  
The Boards discussion was whether or not there were any written agreements for reclaimed water with the Veterans Administration, Kitsap Transit or the Kitsap Parks. General Manager Wilson stated at this time everything had been verbal. General Manager Wilson also stated that the Operating Maintenance Manual needs to be completed before the Department of Ecology will okay it.

Resolution 388-12 Port of Bremerton Sludge Disposal Contract

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

Discussion: City of Port Orchard Request for Wholesale Water

Commissioner Lundberg suggested that the General Manager proceed by putting together a proposal. All Commissioners were in agreement.

Schedule 2012 Budget Retreat: August 13<sup>th</sup>, 2012 4:30 p.m. – 6:30 p.m.

All Commissioners were in favor of the scheduled Budget Retreat.

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:

- HDR completed onsite Contact Time Test for Reclaimed Water, we are awaiting preliminary results.
- A Salmonella sample was taken to a third party lab for testing (Class A Biosolids). The July 10<sup>th</sup>, 2012 sample was above the maximum result for MPN Salmonella. Another sample of Class A Biosolids along with the Class A digester was sent to the lab for testing. This is to ensure Class A Salmonella requirements are being met.
- PSE inspected three of the four completed Conservation Grant Projects (Booster pumps, Lighting changes and HVAC modification). The representative stated that the work done and the documentation provided was complete. The representative will be working on issuance of the grant funds.

- Bio-tower irrigation system was repaired, there was crack found in the irrigation lines.
- South Secondary Clarifier Rehabilitation continues.
- The Valve installation for Class A digester conveyance line to facilitate line disinfection is being completed.
- Ordered replacement parts to repair the last failed cassette that was previously reported on.
- The plant is still awaiting receipt of the draft NPDES Permit from Ecology.

#### OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Rama Drive Water Main Replacement Project is complete.
  - Kitsap County should do a final inspection this week.
  - The project went well; Lydel Construction did an excellent job and was great to work with.
- The crew did a great job of moving 9 water services from a 2" galvanized to a 12" ductile water main on Fircrest Drive.
- The corrections to the Calistoga Court sewer service have been completed.
  - Lydel Construction provided us with emergency service and performed the work.
  - The West Sound crew performed the cleanup operations.
- The crew installed a new water service on Olney Avenue.
- The GIS Department has been locating water meters for the District map.

#### Water Production

344 Million Gallons through August 2011

307 Million Gallons through August 2012

#### Rain Fall

32.2" as August 1, 2011

29.6" as of August 1, 2012

#### ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The Finance department is running well.

#### CUSTOMER SERVICE MANAGER'S REPORT

- CS Manager would like to know how many of the Commissioners will be attending the WASWD conference in September. Commissioners Hart, Way and Screws will be attending.

#### GENERAL MANAGER'S REPORT

No report at this time.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

Commissioner Lundberg moved to approve Accounts Payable vouchers in the amount of \$151,737.22, Commissioner Way seconded and all were in favor.

COMMISSIONER'S REPORT

EXECUTIVE SESSION

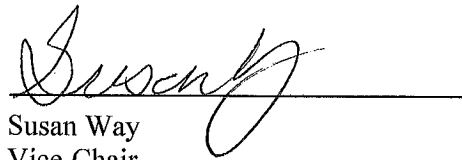
The Board of Commissioners went into Executive Session at 5:38 p.m. with General Manager Wilson and District's Attorney Gross to discuss employees' performance. Commissioner Screws was excused from the Executive Session at 5:50 p.m. Commissioner Hart moved and Commissioner Lundberg seconded the motion to return to the Board's Regular meeting at 6:20 p.m., approved 3-0.

ADJOURN

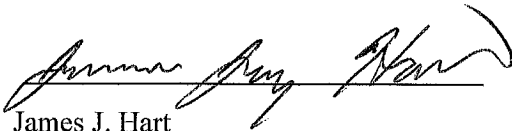
Commissioner Hart moved and Commissioner Lundberg seconded the motion to adjourn the Board meeting at 6:21 p.m., motion approved 3-0.



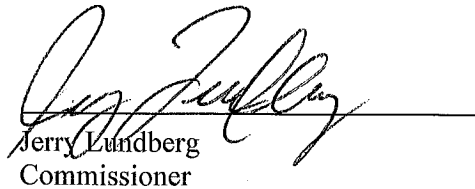
Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary



Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
AUGUST 06, 2012 WSUD BOARD MEETING**

AUGUST 2012 PAYROLL:	91925	SEWER OPERATIONS	0.00
	91926	WATER OPERATIONS	0.00
	91927	INFORMATION TECHNOLOGY	0.00
	91928	SKWRF	0.00
	GRAND TOTAL PAYROLL ALL FUNDS:		0.00

		<u>VOUCHERS</u>	<u>DATE</u>	
ACCOUNTS PAYABLE:	91925	20957 - 20975	08/13/12	7,838.87
	WASTEWATER OPERATING FUND			
	TOTAL 91925:			7,838.87
	91926	20935 - 20956	08/13/12	20,288.77
	WATER OPERATING FUND			
	TOTAL 91926:			20,288.77
	91927	20976 - 20979	08/13/12	3,179.02
	INFORMATION TECHNOLOGY FUND			
	TOTAL 91927:			3,179.02
	91930			
	WATER CIP FUND			
	TOTAL 91930:			0.00
	91928	11349 - 11377	08/13/12	40,062.48
	SKWRF OPERATING FUND			
	TOTAL 91928			40,062.48
	91931	11344 - 11348	08/13/12	80,368.08
	SKWRF CAPITAL IMPROV			
	TOTAL 91931			80,368.08
	91933			
	SEWER CIP FUND			
	TOTAL 91933			0.00
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:			151,737.22