

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 20th, 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
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 August 6th, 2012

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

Approval of Board Study Session Minutes of August 13th, 2012

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

Resolution 389-12, SKWRF Interlocal Agreement w/City of Port Orchard

Commissioner Hart moved to approve Resolution 389-12. The motion was seconded by Commissioner Way, passed unanimously.

Resolution 390-12, Extending Eric Roloff's Temporary Employment Status

General Manager stated that Eric has been an asset to the District keeping the grounds tidy and assisting with the Maintenance staff where ever needed.

Resolution 391-12, Contract with Hydrovolts, Inc.

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

Resolution 392-12, Accepting the Rama Drive Water Main Replacement Project

Commissioner Hart moved to approve Resolution 392-12, Commissioner Way seconded and all were in favor.

The Operations Manager Winters reported that the project went very well and Lydel construction did an excellent job.

Next Board Meeting; Change Date to September 4th, 2012

Commissioner Lundberg moved to change the date for the next Board meeting, Commissioner Way seconded, all were in favor.

ATTORNEY'S REPORT

Attorney Gross reported that he had assisted General Manager Wilson with the Hydrovolts contract. He had nothing else to report.

PLANT MANAGER REPORT

Acting Plant Manager Randy Screws reported on the following:

- The plant is still awaiting parts to complete repairs to the final MBR cassette.
- The plant is also waiting for receipt of the draft NPDES Permit from Ecology. Staff is aware of some minor additional monitoring requirements that will be included in the new permit.
- SKWRF will be hosting a tour group from the University of Washington on Thursday the 23rd of August. This will be a group of 10 people who are studying the water cycle in arid lands.
- The South Secondary Clarifier Rehabilitation is complete. The job went smoothly considering the amount of work that needed to be accomplished over a long schedule by our staff and the contractor.
- PSE inspected three of the four completed Conservation Grant Projects (booster pumps, lighting changes and HVAC modification). SKWRF is in receipt of the grant funds in the amount of \$15,056.64 which accounts for 29% of the projects cost.
- Work has begun on the Grit Classifier & Reroute Lind CIP. The drain line rerouting has been completed. Staff staged and prepared equipment for the installation. The planned installation will be broken down into two phases to reduce equipment downtime.
- The staff has started planning for receipt of the Huber Disk Thickener. This is the remaining PSE conservation project. Some of the ancillary equipment is already onsite.
- In regards to the In Plant Pump Station, staff has assembled components and staged materials.

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- The Silverview Development
 - Site work is underway.
 - Materials have been delivered and checked by our inspector.

- Well #17
 - Western Electrical Services will be here September 10th to test all grounding and service equipment.
 - They will prepare a report making recommendations for all well sites.
- The Beach Drive Water Main Replacement Project
 - There were no bidders for this project.
 - Prospective bidders stated that they had prior commitments, had already bid on other projects, or had bonding issues.
 - A second “Notice to Bidders” was sent out today with an August 30th bid opening.
- The IT Department has provided the “On Call” crew members with an iPhone and iPad
 - This allowed us to cancel the hot spot contract, saving the District \$40.00 per month.
 - The iPad is faster connection.
 - The iPad is easier to take into the field.
 - The iPad has maps loaded onto it.

CUSTOMER SERVICE MANAGER’S REPORT

- CS Manager stated that this week is the Kitsap County Fair, those representing the District at the Fair Booth will be Deena Carpenter, Kevin Long and Sue Fowler.
- The Wal-Mart project is completed, all paperwork has been received.

GENERAL MANAGER’S REPORT

- General Manager Wilson reported that the District should have some results back from HDR Engineering regarding the Districts rate study.
- The Water Comp Plan is moving forward. There have been a few complications with various agreements for retail service areas and annexations. General Manager Wilson wants to make sure that what is written in the Comp Plan is in fact correct.
- Michael Whitehead, IT person will be attending the next Board Meeting to inform the Board of the updated SCADA system.
- The General Manager reported that he had met with the Contractor Jim James regarding the project of Nathans Glen. General Manager has sent the proper paperwork to the Bonding Company of Hartford Insurance Company to have them release payment to West Sound Utility District in the amount of \$56,796.80. This money is to repair the deficiencies in the 188’ of pipe that was installed by Mountain West Construction back in 2010. These deficiencies must be repaired before Contractor Jim James will commence with the purchase of this development.
- General Manager Wilson also reported he is working on a Salary Survey.
- General Manager reported that as of January 1st, 2013 the County will no longer be offering a mid-month draw.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS AND PAYROLL

- Approval of Vouchers in the amount of \$230,403.77.
 - Commissioner Hart moved to approve the vouchers, Commissioner Way seconded and all were in favor.
- Approval of Payroll in the amount of \$163,943.68
 - Commissioner Hart moved to approve payroll, Commissioner Way seconded and all were in favor.

COMMISSIONER'S REPORT

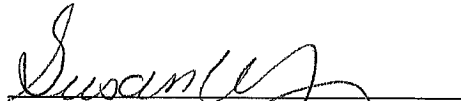
Commissioner Way, Commissioner Hart and Commissioner Screw reported that they had attended the SAC meeting on Wednesday, August 15th, 2012.

ADJOURN

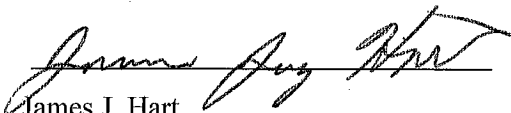
Commissioner Hart moved and Commissioner Lundberg seconded the motion to adjourn the Board meeting at 5:30 p.m., motion approved 4-0.



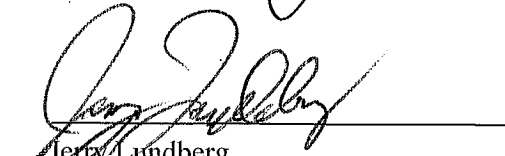
Jeannie Screws
Chairperson



Susan Way
Vice-Chair



James J. Hart
Secretary



Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
AUGUST 20, 2012 WSUD BOARD MEETING**

AUGUST 2012 PAYROLL:	91925	SEWER OPERATIONS	53,905.75
	91926	WATER OPERATIONS	58,777.72
	91927	INFORMATION TECHNOLOGY	6,833.71
	91928	SKWRF	44,426.50
			<hr/>
	GRAND TOTAL PAYROLL ALL FUNDS:		163,943.68
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ACCOUNTS PAYABLE:	<u>VOUCHERS</u>	<u>DATE</u>	
91925	20990-21019	08/27/12	
WASTEWATER OPERATING FUND			<hr/>
			20,950.09
	TOTAL 91925:		20,950.09
			<hr/> <hr/>
91926	21020-21057	08/27/12	
WATER OPERATING FUND			<hr/>
			54,305.89
	TOTAL 91926:		54,305.89
			<hr/> <hr/>
91927	20986-20989	08/27/12	
INFORMATION TECHNOLOGY FUND			<hr/>
			1,102.34
	TOTAL 91927:		1,102.34
			<hr/> <hr/>
91930	20980-20985	08/27/12	
WATER CIP FUND			<hr/>
			109,218.45
	TOTAL 91930:		109,218.45
			<hr/> <hr/>
91928	11380-11407	08/27/12	
SKWRF OPERATING FUND			<hr/>
			44,139.28
	TOTAL 91928		44,139.28
			<hr/> <hr/>
91931	11378-11379		
SKWRF CAPITAL IMPROV			<hr/>
			687.72
	TOTAL 91931		687.72
			<hr/> <hr/>
91933			
SEWER CIP FUND			<hr/>
			0.00
	TOTAL 91933		0.00
			<hr/> <hr/>
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		230,403.77
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