

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday September 4th, 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
Tracy Fantz, Assistant Finance Manager
IT Manager, Michael Whitehead

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 20th, 2012

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

Resolution 393-12, Brent Winters Step Increase

Commissioner Hart moved to approve Resolution 394-12. The motion was seconded by Commissioner Way, 3 yes and 1 abstained.

Resolution 394-12, Approval of Wal-Mart Project

Commissioner Hart moved to approve Resolution 394-12. The motion was seconded by Commissioner Way, passed unanimously.

Resolution 395-12, HDR Consulting Service for Utility Rates

Commissioner Hart moved to approve Resolution 395-12. The motion was seconded by Commissioner Way, passed unanimously.

Resolution 396-12, Amending 2012 Budget, Water Capital Improvement Fund

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

Resolution 397-12, Beach Drive Water Main Replacement Project Bid Award

Commissioner Hart moved to approve Resolution 397-12, Commissioner Way seconded and all were in favor.

Resolution 398-12, Asphalt Patch Work Contract Approval

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

Resolution 399-12, Retail Water Service Areas-Manchester Water District

Commissioner Hart moved to approve Resolution 399-12, Commissioner Way seconded and all were in favor.

CH2MHill Report – SCADA System

IT Manager Michael Whitehead gave a brief overview of the progress and cost of the SCADA system.

ATTORNEY'S REPORT

Attorney Gross had nothing to report at this time.

PLANT MANAGER REPORT

Plant Manager Randy Screws reported on the following:

- PSE Grant Project Disk Thickener:
 - Staff is preparing for the arrival of the Disk Thickener; the estimated date of arrival is within the next two weeks.
- CIP Grit Classifier Project
 - Staff replaced the degraded non-potable water line which supplies flush water to the equipment.
 - The installation of the classifier is anticipated for next week.
- Class A Biosolids:
 - This week we will be preparing for a processing run for early next week.
 - A sample will be taken to a third party lab for the required monthly Salmonella testing.
- MBR Status:
 - The District is still awaiting parts to complete final repairs.
- Effluent De-chlorination:
 - Staff is working on modifications to the de-chlorination system. This is to modify the system to use less water and reduce pumping costs.

OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Caseco & Associates were low bidder on Beach Drive Water Main Replacement Project
 - The bid is \$220,000.
 - Engineers estimate is \$219,144.00
 - The Right of Way permit has been ordered.

- Silverview Development
 - Freeland Enterprises is installing the sewer main and side services, approximately 300' of pipe have been installed.
- District Crew moved 10 water services on Horstman Rd
 - The crew moved services from a 4" A/C main, to an 8" ductile iron main on the opposite side of the road. By using the mole to cross the road there was a savings of approximately \$14,000 to the District. The next step will be to abandon the dead end 4" A/C main by cutting and capping it at Lidstrom Road.
- Fire Hydrant Maintenance
 - General Manager Wilson, Chief Wayne Senter, Deputy Chief Steve Wright and I met to discuss fire hydrant maintenance. The dialogue went well and the District will be working collaboratively in an attempt to reduce District employee overtime when responding to failed fire hydrants outside of normal working hours.
- Coliform count at Karcher Creek
 - General Manager Wilson, Darren Podraza and I met with Kitsap County Health, Kitsap Storm Sewer and the Housing Authority to discuss the high coliform count in Karcher Creek at Karcher Road.
 - The District has offered assistance to locate the source, Darren will be providing mapping and video of the sewer system and the County Storm Water crews will video the storm sewer.
- Water Production
- 417.7 Million Gallons through September 1st, 2011
- 382.4 Million Gallons through September 1st, 2012
-
- Rain Fall
- 31" as of September 1, 2011
- 30" as of September 1, 2012

CUSTOMER SERVICE MANAGER'S REPORT

- CS Manager reported things were going well; Deena Carpenter has been on vacation so the department is short staffed.
- There is continued progress on the Office Procedure Manual.
- CS Manager is working on the report for the Department of Revenue. This will consist of a spreadsheet with charges for irrigation meters from 2007 through 2010. Excise tax was paid on these amounts in error; they will be refunding us those monies.

FINANCE ASSISTANT MANAGER

Assistant Finance Manager reported all is going well.

GENERAL MANAGER'S REPORT

- General Manager Wilson reported that a meeting was held with the Management Staff to start the 2013-2014 Budget preparation.
- There will be an "all staff" meeting tomorrow September 5th.

- The Department of Revenue will be meeting with staff on September 11th. There are some questions regarding the way the District has been reporting utility tax for sewer. Toni from the Department of Revenue has stated that the District can do an audit of the last 4 years; if they have over paid a refund will be requested.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

- Approval of Vouchers in the amount of \$\$55,825.23.
 - Commissioner Lundberg moved to approve the vouchers, Commissioner Hart seconded and all were in favor.

COMMISSIONER'S REPORT

- Commissioner Way stated she had attended the Washington Association of Sewer & Water Districts meeting held on the 27th of August.
- Commissioner Hart also attended the WASWD meeting. He also toured the District with the Operations Manager and attended the District potluck on the 30th of August.
- Commissioner Screws attended the Section II meeting on Thursday the 23rd of August.
- Commissioner Lundberg had nothing to report at this time.

EXECUTIVE SESSION

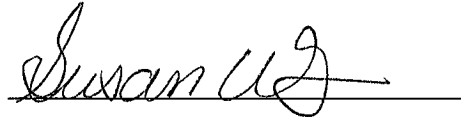
The Board moved to executive session at 6:00 p.m. to discuss staff performance evaluations. The Board returned to regular session at 6:20 p.m., and the Board took no further action.

ADJOURN

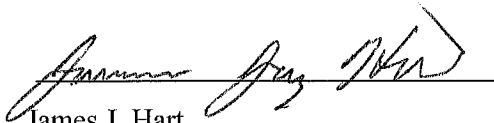
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the Board meeting at 6:25 p.m., motion approved 4-0.



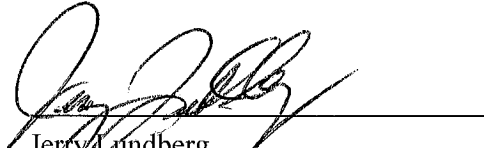
Jeannie Screws
Chairperson



Susan Way
Vice-Chair



James J. Hart
Secretary



Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
SEPTEMBER 04, 2012 WSUD BOARD MEETING**

SEPTEMBER 2012 PAYROLL:	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
			<hr/>
		GRAND TOTAL PAYROLL ALL FUNDS:	<u>0.00</u>

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
	91925	21080 - 21097	09/10/12	5,314.67
	WASTEWATER OPERATING FUND			<hr/>
		TOTAL 91925:		<u>5,314.67</u>
	91926	21058 - 21076	09/10/12	9,926.71
	WATER OPERATING FUND			<hr/>
		TOTAL 91926:		<u>9,926.71</u>
	91927	21078 - 21079	09/10/12	223.68
	INFORMATION TECHNOLOGY FUND			<hr/>
		TOTAL 91927:		<u>223.68</u>
	91930	21077	09/10/12	282.14
	WATER CIP FUND			<hr/>
		TOTAL 91930:		<u>282.14</u>
	91928	11413 - 11434	09/10/12	35,907.04
	SKWRF OPERATING FUND			<hr/>
		TOTAL 91928		<u>35,907.04</u>
	91931	11408 - 11412	09/10/12	4,170.99
	SKWRF CAPITAL IMPROV			<hr/>
		TOTAL 91931		<u>4,170.99</u>
	91933			<hr/>
	SEWER CIP FUND			
		TOTAL 91933		<u>0.00</u>
		GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		<u><u>55,825.23</u></u>