

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 September 17<sup>th</sup> , 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  
Denita Patton, Finance Manager

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

BOARD DISCUSSION/ACTION

2013-2014 Budget Update-Employee's Cost of Living & Medical Benefits

General Manager Wilson presented an update on the 2013-14 Budget planning.

The General Manager stated that the District had not had a COLA since 2008 and was recommending a 3% COLA for the 2013 budget. He further stated that this percentage was in accordance with the August CPI (Consumer Price Index).

General Manager Wilson also brought up concerns regarding the District's two health care programs, AWC (Association of Washington Cities) and PEBB (Public Employees Benefit Board). General Manager feels that is it time to consolidate into one health care program. The District presently has part of the employees on the AWC plan and part of the employees on the PEBB plan, to keep things fair and equitable there needs to be a decision on one plan.

Resolution 400-12, Retail Service Areas – City of Port Orchard

Commissioner Way moved to approve Resolution 400-12. The motion was seconded by Commissioner Hart. After discussion amongst the Commissioners it was decided to approve Resolution 400-12 subject to further review of the word "retail".

Discussion: 2012 Mid-year Budget Status Report

General Manager Wilson went through the mid-year status report summary with the Commissioners.

## ATTORNEY'S REPORT

Attorney Gross had nothing to report at this time.

## PLANT MANAGER REPORT

Plant Manager Randy Screws reported on the following:

- Grit Classifier Project
  - Staff has installed the unit and it is operational. There are some housekeeping pads and minor electrical items remaining.
- Disc Thickener Project
  - Staff received an update on the equipment delivery time for the Disc Thickener. The Disc Thickener was shipped from Germany last week. It is due to arrive in the United States on October 5<sup>th</sup>, allowing a few days in customs and then transit from the east coast to Port Orchard.
  - The equipment panel is expected to arrive on October 1<sup>st</sup>.
- Staff attended a PNCWA Section meeting on September 13<sup>th</sup>, in Shelton, WA.
  - They were provided information on actuators, pumps and SCADA systems.
  - The staff also toured the City of Shelton plant which produces Class A Biosolids with a belt dryer. This was good insight and information for staff.
- Staff replaced a defective pressure regulator on one of the boilers. The boiler appears to be operating well.
- Staff completed installation of a dedicated reuse water supply line to the Beach Drive In Plant Pump Station.
- NPDES Permit
  - SKWRF is in receipt of the draft NPDES permit. The permit has been forwarded to the General Manager and the City's Public Works Director for review and comment. The City has responded and has no comments. SKWRF will respond to Ecology with any comments by the end of this week.

## OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Beach Drive Water Main Replacement Project
  - The pre-construction meeting is scheduled for Tuesday September 18<sup>th</sup> at 10:00 a.m.
  - The Contractor anticipates mobilizing to the project Monday September 24<sup>th</sup>, 2012.
- Silverview Development
  - The contractor has installed the Phase 1 sewer collection system but has not submitted plans for the lift station.
  - The contractor has installed some of the Phase 1 water main and they are waiting for a right of way permit to install the remaining pipe.
- Harris Short Plat
  - The contractor has installed the sewer main and is working on installation of the water main.

- Wildcreek Development
  - The project has changed ownership and the new owner has the project for sale.
  - A new Developers Extension Contract may need to be drafted when the new owner is ready to move forward.
- Western Electrical Services has completed testing
  - The testing has been completed and report compiled, Ron Martin the staff electrician is reviewing the report. The initial findings revealed that additional grounding may be required at some of the facilities. The thermography tests identified several areas of concern that we have begun addressing. Maintenance will be budgeting for a thermography camera for use by the staff electrician.

#### CUSTOMER SERVICE MANAGER'S REPORT

- CS Manager reported that it was "Door Tag" day for nonpaying customers, approximately 44 tags were printed.
- Deena is working on the key inventory for the District keys.
- CS Manager is working on the 2013-14 Budget along with her staff.
- CS Manager has been compiling information for HDR Engineering regarding the rate study.

#### FINANCE MANAGER

- Finance Manager reported on the claims reported to the Water Sewer Risk Management Pool. Finance Manager stated that one was for the auto accident for SKWRF and the other is water damage for the residence of Mr. Hedstrom at 2002 Mitchell Rd.

#### GENERAL MANAGER'S REPORT

- General Manager reported on a meeting he had with the City of Port Orchard. The City would like to see an organizational structure for SKWRF and will also be doing a rate study.

#### APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS AND PAYROLL

- Approval of Vouchers in the amount of \$101,712.15 and approval of Payroll in the amount of \$166,149.50
  - Commissioner Lundberg moved to approve the vouchers and payroll, Commissioner Hart seconded and all were in favor.

#### COMMISSIONER'S REPORT

- Commissioner Screws met Mark Cullington an engineer with Kennedy Jenks Consultants. He is involved in the Bright Water/Reclaimed water project. Mark's boss is coming up from Portland the first part of October. Commissioner Screws would like to invite him to come and speak to the Commissioners regarding the reclaimed water project. Commissioner Screws suggested a separate meeting from a Board meeting and would like to invite other Districts to attend.  
General Manager Wilson will follow up with this plan.


EXECUTIVE SESSION

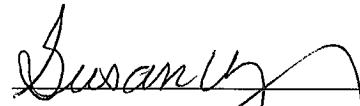
The Board moved to executive session at 6:00 p.m. to discuss employee's performance. Commissioner Lundberg moved and Commissioner Hart seconded the motion to return to the Board's regular meeting at 6:05 p.m., approved 4-0.

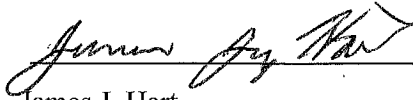
The Board reconvened the meeting to discuss filing of excise tax returns.

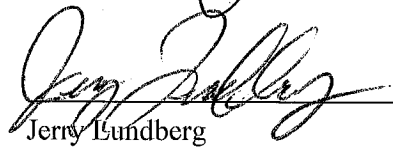
ADJOURN

Commissioner Lundberg moved and Commissioner Hart seconded the motion to adjourn the Board meeting at 6:20 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 17, 2012 WSUD BOARD MEETING**

<b>SEPTEMBER 2012 PAYROLL:</b>	<b>91925</b>	<b>SEWER OPERATIONS</b>	<b>54,324.03</b>
	<b>91926</b>	<b>WATER OPERATIONS</b>	<b>58,285.62</b>
	<b>91927</b>	<b>INFORMATION TECHNOLOGY</b>	<b>6,199.34</b>
	<b>91928</b>	<b>SKWRF</b>	<b>47,340.51</b>
			<hr/>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>166,149.50</b>
			<hr/> <hr/>

<b>ACCOUNTS PAYABLE:</b>	<u>VOUCHERS</u>	<u>DATE</u>	
<b>91925</b>	21102- 21126	09/24/12	12,322.16
<b>WASTEWATER</b>	21127		void
<b>OPERATING</b>			
<b>FUND</b>			
	<b>TOTAL 91925:</b>		<b>12,322.16</b>
			<hr/>
<b>91926</b>	21128 - 21160	09/24/12	50,715.86
<b>WATER</b>			
<b>OPERATING</b>			
<b>FUND</b>			
	<b>TOTAL 91926:</b>		<b>50,715.86</b>
			<hr/>
<b>91927</b>	21098 - 21100	09/24/12	333.11
<b>INFORMATION</b>			
<b>TECHNOLOGY</b>			
<b>FUND</b>			
	<b>TOTAL 91927:</b>		<b>333.11</b>
			<hr/>
<b>91930</b>	21101	09/24/12	1,280.00
<b>WATER CIP</b>			
<b>FUND</b>			
	<b>TOTAL 91930:</b>		<b>1,280.00</b>
			<hr/>
<b>91928</b>	11435 - 11456	09/24/12	32,877.41
<b>SKWRF</b>			
<b>OPERATING</b>			
<b>FUND</b>			
	<b>TOTAL 91928</b>		<b>32,877.41</b>
			<hr/>
<b>91931</b>	11457 - 11459	09/24/12	4,183.61
<b>SKWRF</b>			
<b>CAPITAL</b>			
<b>IMPROV</b>			
	<b>TOTAL 91931</b>		<b>4,183.61</b>
			<hr/>
<b>91933</b>			
<b>SEWER CIP</b>			
<b>FUND</b>			
	<b>TOTAL 91933</b>		<b>0.00</b>
			<hr/>
	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<b>101,712.15</b>
			<hr/> <hr/>