

# WEST SOUND UTILITY DISTRICT

Board of Commissioners  
Regular Meeting

October 15, 2012  
4:30 PM

## AGENDA

### PUBLIC COMMENTS ON NON-AGENDA ITEMS

### BOARD DISCUSSION/ACTION ITEMS

1. Approval of Board Minutes of September 17, 2012
2. 2013-2014 Budget Update
3. Proposed SKWRF 2013-14 Biennial Budget
4. Employee's 2013 Cost of Living, Pay Grade Changes, Medical Benefits
5. Discussion: SKWRF Satellite Contract Services

### STAFF REPORTS

1. District Attorney
2. Plant Manager
3. Operations Manager
4. Finance Manager
5. Customer Service Manager
6. General Manager

### APPROVAL OF PAYROLL AND ACCOUNTS PAYABLE VOUCHERS

1. Approval of Vouchers 11460 to 21216 in the amount of \$329,315.28.
2. Approval of Payroll in the amount of \$162,163.15.

### COMMISSIONERS' REPORTS

### EXECUTIVE SESSION

Executive Session Scheduled to Discuss Employee Performance Evaluations

### FUTURE MEETINGS

- |         |                                       |
|---------|---------------------------------------|
| Oct. 17 | SAC Meeting – WSUD Board Meeting Room |
| Oct. 25 | Section 2 Meeting                     |
| Nov. 5  | Regular Board Meeting                 |
| Nov. 12 | Board Study Session                   |

**Executive Sessions may be scheduled as needed for personnel, legal, and other similar matters.**

**The Board may add and take action on other items not listed on the agenda**

### Discussion: SKWRF Satellite Contract Services

General Manager Wilson shared with the Commissioners that a decision needs to be made regarding the Satellite Contract Services for the State Parks; do we continue or discontinue our services? General Manager Wilson does not feel like it is benefiting the District and does not have a beneficial impact on SKWRF.

The General Manager's recommendation is to terminate the satellite services. Commissioner Screws asked the question; does anyone have an opinion? All other Commissioners agreed with the General Manager, felt like the District needs to help out in emergency cases, but not make a long term commitment. Contract services are scheduled to terminate on January 1<sup>st</sup>, 2013.

### ATTORNEY'S REPORT

Attorney Gross had nothing to report at this time.

### PLANT MANAGER REPORT

Plant Manager Randy Screws reported on the following:

- Disc Thickener Project
  - The Disc Thickener has arrived and work has begun. The installation of the control panel and orientation of the major mechanical components is being done.
- In Plant Pump Station
  - Staff has completed the replacement of deteriorated valves and piping. The control panel was replaced earlier this year. A level transmitter is remaining for the project to be completed.
  - This was a two day operation which required the collection crew to divert flow from the Retsil lift station to the City's sewer line.
- Port of Bremerton
  - SKWRF has begun receiving sludge from the Port of Bremerton.
  - The projected schedule is to receive approximately 27,000 gallons.
  - Weekly transporting began on October 2<sup>nd</sup> and should suspend by November 27<sup>th</sup>.
- Hydrovolts
  - Hydrovolts was onsite during the week of October 7<sup>th</sup>, to make changes to their equipment.
  - Early indicators are showing a production of 700 watts per hour. A determination was made that a flow control damper was restricting flow and reducing turbine output.
- Water/Wastewater Sustainable Energy Cohort Program
  - Staff attended a session last week at the LOTT facility (Lacy Olympia Tumwater Treatment). It was very informative presentation regarding energy loss through equipment controls.
  - SKWRF staff will be looking at ways to curtail energy consumption in the next few weeks. This will be an ongoing process.
- Zenon MBR
  - Staff has found some metal fatigue and stress fractures in a few of the cassettes.

- Shifts
  - Shift changes are being implemented for better utilization of the available resources. The changes allow for more overlapping coverage during the week.
- Nomination
  - SKWRF has been nominated by Puget Sound Energy as a Washington Industrial Energy Leader. The nomination is for the category of “Leadership by Example”. The nomination is a testament to the work that has been performed by a dedicated staff. It acknowledges the sharing of knowledge with other municipalities, agencies and the outreach program with the local schools and community.

### OPERATION MANAGER’S REPORT

Operations Manager Brent Winters reported on the following:

- Beach Drive Water Main Replacement Project
  - The contractor has completed all 1,650’ of the main-line.
  - Digging has been difficult due to rock; the contractor has rented a rock hammer.
  - The contractor has done a great job of installing the main-line outside of the asphalt; this saves asphalt restoration and allows use of native material for backfill.
  - The GIS Department is locating the new pipe as it is installed.
- Silverview Development
  - The contractor has not obtained the ROW (right of way) permits from the State or County.
    - The State is requiring a franchise amendment to slip line the existing sleeve under Sedgwick to accommodate the proposed force main.
    - The County is requiring a permit to install the force main on the West shoulder of Phillips.
  - The Phase 1 collection system has been installed.
  - The engineered drawings for the lift station have not been submitted our inspector is working with the Developer and Engineer to address this issue.
- Harris Short Plat
  - The Contractor made the wet tap of the existing main, started the water main installation and then temporarily moved off the project.
- The District has been experiencing repeated failures to manhole covers when installed within the vehicle wheel track. The crew wrote a technical deviation request for repairs to a manhole cover on Jackson and submitted it to the County. The County is allowing the deviation on a trial basis. The crew used a new procedure for setting the manhole cover by using a fiberglass reinforced concrete.
- The District received a call from the County Storm Water Department thanking us for cleaning the Calistoga Court storm sewer pipe. This occurred from the recent sewer spill on Calistoga. They were very impressed with the rapid response.
- The crew has done a good job of bringing us current with our sewer cleaning and televising, this will allow us to start our annual water main flushing this next month.

- Water Production  
479 Million Gallons through October, 2011  
443 Million Gallons through October, 2012
- Rain Fall  
33.4” as of October 2011  
29.7” as of October 2012

#### CUSTOMER SERVICE MANAGER’S REPORT

- CS Manager stated that a representative from the Department of Retirement Systems will be at the District on October 31<sup>st</sup>, 2012. There will be other Districts in attendance. There will be a class at 8:30 to 9:45 on those who are “further from retirement” and another class at 10:00 – 11:30 for those who are “close to retirement”.
- CS Manager asked for direction from the Commissioners regarding the upcoming presentation on reclaimed water. Mark Cullington of Kennedy Jenks Engineering will be at the District on November 14<sup>th</sup>, 2012 at 2:00 p.m. She was asking for direction in who they would like to invite to the presentation and any other preparations they would like done. Commissioner Screws stated that she would discuss the presentation with General Manager Wilson and get back to her.

#### FINANCE ASSISTANT MANAGER

- Tracy Fantz, Assistant Finance Manager stated that Joy Ramsdell and Rassy Elliott will be attending a WFOA class on Friday for Enterprise Fund Accounting.

#### GENERAL MANAGER’S REPORT

- General Manager reported that the Interlocal Agreement with the City of Port Orchard had been signed by all parties. HDR Engineering, GM Wilson and the City have been working on putting something together regarding costs and resell of water to the City.
- General Manager stated that he and Joy Ramsdell will be meeting with Toni from the Department of Revenue regarding the overpayment of excise tax. A final figure has not been calculated, but the paperwork has been filed.
- General Manager stated that he had met with Jim Justin/Administrator from Olympia and representative to the legislation for the Department of Health and Ecology regarding reclaimed water. Mr. Justin stated that not much has been done or accomplished regarding the topic of reclaimed water.
- General Manager met with Jim James/Contractor regarding the Nathans Glen project. Mr. James is in the process of purchasing the project.

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

- Approval of Vouchers in the amount of \$329,315.28 and approval of Payroll in the amount of \$162,163.15.
  - Commissioner Hart moved to approve the vouchers and payroll, Commissioner Way seconded and all were in favor.

COMMISSIONER'S REPORT

Commissioner Screws stated that she had been working with Mark Cullington on the presentation for reclaimed water.

Commissioner Screws further stated that the Water Sewer Risk Management Pool is looking for someone to fill a vacancy on their Board. She is thinking of filling that vacancy, but no decision had been made at this time.

EXECUTIVE SESSION

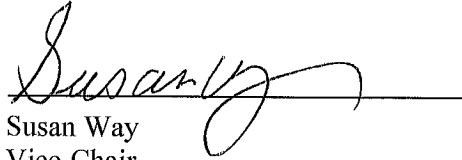
No executive session held.

ADJOURN

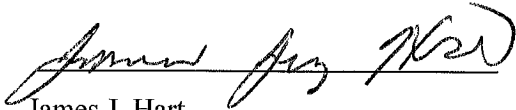
Commissioner Lundberg moved and Commissioner Hart seconded the motion to adjourn the Board meeting at 5:54 p.m. motion approved 4-0.



Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary



Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
OCTOBER 22, 2012 WSUD BOARD MEETING**

<b>OCTOBER 2012 PAYROLL:</b>	<b>91925</b>	<b>SEWER OPERATIONS</b>	<b>52,879.72</b>
	<b>91926</b>	<b>WATER OPERATIONS</b>	<b>56,175.35</b>
	<b>91927</b>	<b>INFORMATION TECHNOLOGY</b>	<b>6,456.52</b>
	<b>91928</b>	<b>SKWRF</b>	<b>46,651.56</b>
			<hr/>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>162,163.15</b>
			<hr/>

<b>ACCOUNTS PAYABLE:</b>	<u>VOUCHERS</u>	<u>DATE</u>	
<b>91925</b>	21193 - 21216	10/08/12	6,921.69
<b>WASTEWATER</b>	21224 - 21254	10/22/12	26,575.68
<b>OPERATING</b>			
<b>FUND</b>			<hr/>
	<b>TOTAL 91925:</b>		<b>33,497.37</b>
			<hr/>
<b>91926</b>	21161 - 21189	10/08/12	27,815.15
<b>WATER</b>	21255 - 21281	10/22/12	67,739.07
<b>OPERATING</b>			
<b>FUND</b>			<hr/>
	<b>TOTAL 91926:</b>		<b>95,554.22</b>
			<hr/>
<b>91927</b>	21190 - 21192	10/08/12	5,277.97
<b>INFORMATION</b>	21217 - 21219	10/22/12	842.09
<b>TECHNOLOGY</b>		01/03/00	
<b>FUND</b>			<hr/>
	<b>TOTAL 91927:</b>		<b>6,120.06</b>
			<hr/>
<b>91930</b>	21220 - 21223	10/22/12	126,909.96
<b>WATER CIP</b>			
<b>FUND</b>			<hr/>
	<b>TOTAL 91930:</b>		<b>126,909.96</b>
			<hr/>
<b>91928</b>	11464 - 11480	10/08/12	14,041.23
<b>SKWRF</b>	11484 - 11515	10/22/12	44,035.90
<b>OPERATING</b>			
<b>FUND</b>			<hr/>
	<b>TOTAL 91928</b>		<b>58,077.13</b>
			<hr/>
<b>91931</b>	11460 - 11463	10/08/12	7,126.37
<b>SKWRF</b>	11481 - 11483	10/22/12	2,030.17
<b>CAPITAL</b>			
<b>IMPROV</b>			<hr/>
	<b>TOTAL 91931</b>		<b>9,156.54</b>
			<hr/>
<b>91933</b>			
<b>SEWER CIP</b>			
<b>FUND</b>			<hr/>
	<b>TOTAL 91933</b>		<b>0.00</b>
			<hr/>
	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<b>329,315.28</b>
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