

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 November 19<sup>th</sup>, 2012

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Chairperson: Jeannie Screws  
Vice Chairperson: Susan Way (absent)  
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  
Sue Fowler, Customer Service Manager  
Tracy Fantz, Assistant 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

Approval of Board Minutes of November 5<sup>th</sup>, 2012

Commissioner Hart moved to approve the minutes of November 5<sup>th</sup> 2012, Commissioner Lundberg seconded and all were in favor.

Approval of Board Study Session Minutes of November 7<sup>th</sup>, 2012

Commissioner Hart moved to approve the minutes of November 7<sup>th</sup>, 2012 Study Meeting, Commissioner Lundberg seconded and all were in favor.

Resolution 402-12, 2013 Salary Schedule

Commissioner Hart made a motion to table Resolution 402-12 until further discussion at the Study Meeting on November 27<sup>th</sup> 2012, all were in favor.

Resolution 403-12, 2013 Financial Management Policies

Resolution 403-12 was tabled until the December 3<sup>rd</sup>, 2012 meeting.

Resolution 405-12, Interlocal Agreement w/Port of Bremerton for IT Services

Commissioner Hart moved to approve Resolution 405-12, Commissioner Lundberg seconded and all were in favor.

### Discussion: HDR report on wholesale water for Port Orchard

General Manager Wilson continued the discussion with the Commissioners on the subject of wholesale water sales to the City of Port Orchard. Discussion consisted of the following:

- Guaranteed minimum use of water each year.
- Will a surcharge be allocated
- Will there be system development charges
- Usage only during the peak months of May – August

Commissioner Lundberg shared his concerns stating that we need to make sure of the costs to the District and that it will be beneficial and not put too much of a demand on the District's system.

General Manager Wilson has met with Alan Martin, the Finance Manager at the City and will also be meeting with Mayor Mathes to discuss more details.

### Discussion: Update on Public Utility Tax and B & O Overpayment

General Manager Wilson provided the Commissioners with a spreadsheet showing the overpayment of B & O Tax and Utility Tax. The Finance Department has done a thorough audit from the year 2008 through 2012.

### ATTORNEY'S REPORT

Attorney Gross has continued to be in review mode, going over previous resolutions and policies.

### PLANT MANAGERS REPORT

Plant Manager Randy Screws reported on the following:

- Disc Thickener Project
  - Work on this project continues.
  - All fabricated pipe work was completed last week.
  - Housekeeping pads have been poured.
  - Electrical work has begun.
  - Startup has been scheduled with Huber for the week of December 2<sup>nd</sup>.
  - PSE has been scheduled for the grant inspection.
- MBR
  - MBR cassette frame metal fatigue repairs have been completed.
  - Minor in house repair work remains.
- Tours
  - East Port Orchard Elementary School had two 5<sup>th</sup> grade classes tour the Plant and the District last Thursday. Lorisa did a great job and the classes were very receptive to the tour and were very involved. They had a lot of questions and were prepared for what they would see and learn at the plant.

## OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Beach Drive Water Main Replacement Project
  - The County will be patching Beach Dr. as soon as the weather permits.
  - West Sound Engineering has prepared as-built's.
- Well #17 Pump Replacement
  - 4 potential bidders toured the project with our staff Electrician last week.
  - Western Electrical Services identified an overheating breaker when they performed thermo imaging at well #14.
    - The staff pulled the breaker and shipped to Western; they reconditioned and certified our breaker for \$450. A reconditioned breaker is \$1,750.
- Silverview Development
  - The Contractor has not obtained right of way permits from the State or County.
  - The District has not received engineered drawings for the proposed lift station.
- Aidan Lift Station Improvements – Whitney Equipment is preparing a quote.
  - Replace 1997 pumps and controller.
  - Replace failed flow meter.
  - Reconfigure wet well wiring.
  - Seal interior of wet well to repair crack.
  - Improve access for the Vactor.
- The crew is performing water main valve exercising.
  - 85% of the District water main is complete.
  - Several lost valves have been discovered, as well as closed valves.
- The crew is continuing the annual water main flushing program.
  - Currently working in the area of Sedgwick and Bethel.
  - The flushing is going well and the pipe is cleaning up nicely.
- Well Soundings
  - Readings indicate the aquifers are recovering normally after the long dry spell we had this summer.
- The crew participated in the SKWRF EPO day.
  - Bill, Kyle, JJ and Randy demonstrated the camera truck, vactor and backhoe.
  - The student's favorite was the backhoe again this year!

## CUSTOMER SERVICE MANAGER'S REPORT

- Bill Latham and I assisted Lorisa Watkins at the East Port Orchard Elementary School on November 8<sup>th</sup>. There was a presentation to the class on water and wastewater, using the Envioscape. Lorisa did an awesome job.
- On November 15<sup>th</sup> the EPO kids came to the District and to SKWRF for a tour of the facilities. While here they “Built a Bug” out of clay (remembering from our previous visit to EPO that the good bugs eat the bad bacteria), rode the backhoe, looked down the

TV Van and climbed onto the vactor truck. They loved the hands on field trip. While half of the students were here at the District location the other half of the students were at the SKWRF Plant. It was a great day for students, parents, teachers and the staff.

- Darren and I are working on a correct count regarding grinder pumps.

#### FINANCE ASSISTANT MANAGERS REPORT

- Tracy Fantz, Assistant Finance Manager reported that Heidi Hill was back to work after her foot surgery and Rassy Elliott had returned from vacation.
- The State Auditor will be here on November 27<sup>th</sup>.
- Things are going well in the finance department.

#### GENERAL MANAGER'S REPORT

- General Manager Wilson reported that HDR is putting the finishing touches on the rate study.
- A developer out of Portland Oregon had inquired about the Nathans Glen Development.
- General Manager will be meeting with Mayor Mathes on November 20<sup>th</sup> to discuss the interlocal agreement for the sale of water to the City of Port Orchard.

#### APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

- Approval of Vouchers and Payroll in the amount of \$227,539.74. Commissioner Lundberg moved to approve the vouchers and payroll, Commissioner Hart seconded and all were in favor.

#### COMMISSIONER'S REPORT

Commissioner Screws stated that she felt the presentation by Mark Cullington of Kennedy Jenks on reclaimed water was well attended and very informative. Mr. Cullington said that he would be happy to do another presentation on the financial side of the reclaimed water system.

Commissioners Screws also gave staff "great job" statement, saying that the Commissioners appreciate the staff and their accomplishments for the District.

Commissioner Way attended the Water Reuse presentation on the 14<sup>th</sup> of November.

Commissioner Hart attended the Water Reuse presentation on the 14<sup>th</sup> of November.

Commissioner Lundberg had nothing to report.

#### EXECUTIVE SESSION

The Board adjourned to go into executive session at 5:56 p.m. to discuss performance evaluation of staff for 10 minutes. The Board reconvened the regular meeting at 6:05 p.m..

ADJOURN

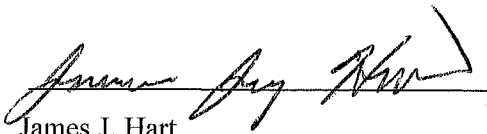
Commissioner Hart moved to adjourn and Commissioner Lundberg seconded the motion, passed 3-0.



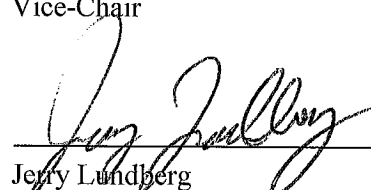
Jeannie Screws  
Chairperson

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Susan Way (absent)  
Vice-Chair



James J. Hart  
Secretary



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Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
NOVEMBER 19, 2012 WSUD BOARD MEETING**

NOVEMBER 2012 PAYROLL:	91925	SEWER OPERATIONS	52,217.18
	91926	WATER OPERATIONS	56,133.07
	91927	INFORMATION TECHNOLOGY	6,070.75
	91928	SKWRF	<u>46,313.17</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>160,734.17</u></u>

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
	91925 WASTEWATER OPERATING FUND	21376 - 21394	11/19/12	10,846.74
		TOTAL 91925:		<u>10,846.74</u>
	91926 WATER OPERATING FUND	21305-Voided 21352 - 21375	11/13/12 11/19/12	(17.35) 21,101.27
		TOTAL 91926:		<u>21,083.92</u>
	91927 INFORMATION TECHNOLOGY FUND	21345 - 21348	11/19/12	365.89
		TOTAL 91927:		<u>365.89</u>
	91930 WATER CIP FUND	21349 - 21350 21351 - Voided	11/19/12 11/19/12	635.24 0.00
		TOTAL 91930:		<u>635.24</u>
	91928 SKWRF OPERATING FUND	11551 - 11577	11/19/12	32,279.38
		TOTAL 91928		<u>32,279.38</u>
	91931 SKWRF CAPITAL IMPROV	11547 - 11550	11/19/12	1,594.40
		TOTAL 91931		<u>1,594.40</u>
	91933 SEWER CIP FUND			
		TOTAL 91933		0.00
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:			<u><u>66,805.57</u></u>