

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 Dec 3<sup>rd</sup>, 2012

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Chairperson: Jeannie Screws  
Vice Chairperson: Susan Way  
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 19<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 27<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 approve Resolution 402-12, 2013 Salary Schedule, Commissioner Way seconded. The motion was tabled until after the Executive Session.

Resolution 403-12, 2013 Financial Management Policies

Commissioner Hart moved to approve Resolution 403-12, Financial Management Policies, Commissioner Lundberg seconded and

Resolution 401-12, Adopting WSUD and SKWRF 2013-2014 Biennial Budgets

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

## Discussion: Wholesale Water Services to the City of Port Orchard

General Manager Wilson gave a briefing on he and Brent Winters visit with the Mayor Mathes, Engineer Pace at the City Hall. The goal is to have a contract written by the end of February 2013.

## ATTORNEY'S REPORT

Attorney Rick Gross reported that since the last meeting he was asked by General Manager Wilson to review and report back on the termination language in the District's well lease with Parkland Green Homeowner's association. He did this and reported his findings back to GM Wilson in a November 29, 2012 e-mail. Relative to the excise tax refund issue the District is engaged in with the Department of Revenue, he was also asked to research whether SKWRF is considered a political subdivision of the state. He did this and reported his findings back to General Manager Wilson on November 28, 2012.

## PLANT MANAGERS REPORT

Plant Manager Randy Screws reported on the following:

- Plant
  - SKWRF had a bypass on November 19<sup>th</sup> due to the excessive rainfall and infiltration/inflow to the conveyance system of the City and District. The bypass was reported to all the required agencies. An article was in the Kitsap Sun notifying the public of the bypass. Most if not all facilities within Kitsap County experienced bypasses according to Kitsap County Health.
- Disc Thickener
  - Startup has been scheduled to begin today, December 3<sup>rd</sup>.
  - Equipment checks and performance testing will be performed Monday, Tuesday and Wednesday.
  - Staff training will occur on Thursday.
  - PSE has been scheduled for the grant inspection for the Disc Thickener.
- Laboratory Autoclave:
  - Unit has been sent out for repairs.
  - Staff has coordinated with the City of Bremerton to sterilize equipment until our unit is repaired and returned.
  - Anticipate three weeks for repair and return.
- MBR
  - MBR frame repairs are completed.
  - Staff has begun the process of reinitiating parallel MBR trains for operation.
  - Once operational, staff will begin peak flow testing on the system.

## 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.
- Well #17 Pump Repair Project
  - Five bids have been received.
  - The Electrician is evaluating the bids to determine which approach best meets the District's needs.
- Silverview Development
  - The Contractor has not obtained right of way permits from the State or County.
  - We have not received engineered drawings for the proposed lift station.
  - The Contractor has been given written notice that the wet well installation may not meet District Specifications.
- Aidan Lift Station Improvements – Whitney Equipment is preparing a quote.
  - Waiting for quote from Whitney Equipment
- The crew is performing water main valve exercising.
  - Currently working in the area of Walmart and Safeway.
  - The flushing is going well and the pipe is cleaning up nicely.
- 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.
- Krista Firs Well Site
  - The GIS Department staked the property line.
  - The crew grubbed out the brush outside the fence and placed a rock barrier along the South property line.
- Salmonberry Well Site
  - A 20 HP Aeration motor failed and we replaced it with another from inventory.
  - We have another used spare in inventory and a new motor is available within 1 day.

### Water Production

558 Million Gallons through December 2011

525 Million Gallons through December 2012

### Rain Fall

46.4 as of December 2011

51.3 as of December 2012

## CUSTOMER SERVICE MANAGER'S REPORT

- Work continues on the audit for the grinder pumps installed in the District.

- A company called Doxo, will be here Thursday morning. They will show us a demo of their product for customers to view their bill on line and also pay online. This company works closely with Databar and Springbrook.
- I have been assisting Michael Wilson with the HDR rate study on System Development Charges.

#### FINANCE ASSISTANT MANAGERS REPORT

- Tracy Fantz, Assistant Finance Manager reported that all is going well in the finance department.

#### GENERAL MANAGER'S REPORT

- A letter from the Department of Revenue regarding the refund and over payment of Excise Tax was received from Toni Kasner. It will be January or February before all the final amounts are calculated and refund received.
- General Manager Wilson reported the entrance for the Auditor will be at 11:30 tomorrow morning.
- There will be an All Staff meeting on Wednesday.
- The Christmas Potluck will be held on December 14<sup>th</sup>, 2012 from 11:30 – 1:00 p.m. Families are welcome to attend with employees.
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#### APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

Vouchers #21395 - #21437 in the amount of \$47,677.29 and SKWRF vouchers #11578 - #11602 in the amount of \$24,317.47 were moved to approved by Commissioner Lundberg, Commissioner Hart seconded and all were in favor.

#### COMMISSIONER'S REPORT

Commissioners had nothing to report at this time.

#### EXECUTIVE SESSION

The Board adjourned to go into executive session at 5:30 p.m. to discuss performance with the intent of returning to the regular board meeting to take action on Resolution 402-12. Board reconvened the regular meeting at 5:50 p.m. Commissioner Hart moved to approve Resolution 401-12 and Commissioner Lundberg seconded the motion, motion passed 3-0 with Commissioner Screw abstaining from the vote.

ADJOURN

Commissioner Lundberg moved to adjourn and Commissioner Hart seconded the motion, passed 4-0.

Jeannie Screws

Jeannie Screws  
Chairperson

Susan Way

Susan Way ~~(absent)~~  
Vice-Chair

James J. Hart

James J. Hart  
Secretary

Jerry Lundberg

Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
DECEMBER 03, 2012 WSUD BOARD MEETING**

DECEMBER 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	21399 - 21413	12/10/12	5,529.61
	WASTEWATER OPERATING FUND			<hr/>
		TOTAL 91925:		<u>5,529.61</u>
	91926	21414 - 21435	12/10/12	30,587.52
	WATER OPERATING FUND			<hr/>
		TOTAL 91926:		<u>30,587.52</u>
	91927	21397 - 21398	12/10/12	1,933.95
	INFORMATION TECHNOLOGY FUND			<hr/>
		TOTAL 91927:		<u>1,933.95</u>
	91930	21436 - 21437	12/10/12	8,634.58
	WATER CIP FUND			<hr/>
		TOTAL 91930:		<u>8,634.58</u>
	91928	11578 - 11595	12/10/12	13,710.97
	SKWRF OPERATING FUND			<hr/>
		TOTAL 91928		<u>13,710.97</u>
	91931	11596 - 11602	12/10/12	10,606.50
	SKWRF CAPITAL IMPROV			<hr/>
		TOTAL 91931		<u>10,606.50</u>
	91933	21396	12/10/12	690.70
	SEWER CIP FUND			<hr/>
		TOTAL 91933		<u>690.70</u>
	91924	21395	12/10/12	300.93
	DEBT SERVICE FUND			<hr/>
		TOTAL 91924		<u>300.93</u>
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		GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		<u>71,994.76</u>