

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 December 17th, 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
Michael Whitehead, IT Manager

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

BOARD STUDY SESSION

1. Water/Sewer Rate Study Presentation: Tom Gould, Vice President, HDR Engineers.
 - The power point presentation was a completed study and review of the Districts connection charges for water and sewer and how to refine and consolidate some of these various connection fees.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

BOARD DISCUSSION/ACTION

Approval of Board Minutes of December 3rd, 2012

Commissioner Hart moved to approve the minutes of December 3rd, 2012, Commissioner Lundberg seconded and all were in favor.

Selection of WSUD Board Officers for 2013

Commissioner Way nominated Commissioner Hart for President, Commissioner Lundberg seconded, and motion passed 3-0.

Commissioner Hart nominated Commissioner Lundberg to serve as Vice President, Commissioner Way seconded, and motion passed 3-0.

Commissioner Hart nominated Commissioner Way to serve as Secretary of the Board, Commissioner Lundberg seconded, and motion passed 3-0.

Resolution 406-12, 2013 Janitorial Services

Commissioner Hart made a motion to approve Resolution 406-12, Janitorial Services, Commissioner Lundberg seconded and all were in favor.

Resolution 407-12, Terminate Lease Agreement Parkland Green/West Sound Utility District
Commissioner Hart moved to approve Resolution 407-12 Terminate Lease Agreement,
Commissioner Lundberg seconded and all were in favor.

Resolution 408-12, Surplus Property

Commissioner Hart moved to approve Resolution 408-12, Commissioner Lundberg seconded
and all were in favor.

Resolution 409-12, Manchester Water District – IT Services

Commissioner Hart moved to approve Resolution 409-12, Commissioner Lundberg seconded
and all were in favor.

Upcoming Board Meetings: Change January 21st 2013 Board Meeting to January 22nd, 2013,
and change February 18th Board Meeting to February 19th, 2013.

Commissioner Hart made a motion to change the Board Meeting dates, due to the Holidays,
Commissioner Way seconded and all were in favor.

ATTORNEY'S REPORT

Attorney Rick Gross reported that he had reviewed the State Audit for the SKWRF, he just
wanted to clarify that the dates that the audit covers are included in the exit interview. The exit
interview date for the Auditor is January 2nd, 2013.

PLANT MANAGER'S REPORT

Plant Manager Randy Screws reported on the following:

- Plant
 - Discharge monitoring report was submitted to Ecology.
 - The City of Port Orchard is experiencing flooding in the downtown corridor due to high tide.
 - The City contacted SKWRF advising the need to control discharges of storm water into the Sanitary System.
 - Leachate is being hauled to the plant.
 - Received new polymer make down unit.
 - Work has begun on installation.
 - Startup scheduled for Wednesday of this week.
 - Work continues on the Solids Room modifications.
- Disc Thickener
 - Startup was successful.
 - Equipment is performing as required.
 - Minor signal wiring is still being integrated.
 - PSE has performed their grant inspection today. Once all invoices are received they will be forwarded to PSE.
- Laboratory Autoclave:
 - Equipment has arrived and work has begun on repairs.
 - No Projected return date at this time.

- The City of Bremerton continues to sterilize equipment until our unit is repaired and returned.
- MBR
 - MBR is running in parallel operation.
 - When feasible, staff will begin peak flow testing of the equipment.

OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Water main leak at the entrance to Well #1 & #5
 - The 10" cast iron main developed a 5' long crack at 10 pm December 6th
 - The leaking pipe was in an area not visible to the public
 - Darren, Bill, Brian and Dale drove the water system until they located the leak
 - The pipe was repaired and service was restored by noon the following day
- Skate Park in Jackson Park
 - The County's contractor is installing a storm water system that conflicts with the location of our 8" water main serving the park
 - The contractor relocated 84' of pipe under the supervision of our inspector
- Well #17 Pump Replacement
 - One of the five bids received suggested using the existing conduit
 - The Electrician is removing the existing wire to determine if the existing conduit can be salvaged
- Silverview Development
 - We have received the amendment to our franchise agreement with the State
 - The contractor has been provided a copy of the permit
 - We have not received engineered drawings for the proposed lift station
- The crew is continuing the annual water main flushing program
 - Currently working in the area of Madrona and Fircrest
 - The flushing is going well and the pipe is cleaning up nicely
- Meeting with potential contractor for Horstman Heights
 - Horstman Heights has a potential buyer from Gig Harbor
 - The potential contractor for the project has been advised that the District will need an Engineers recommendation regarding how to proceed with the project
- The fence has been cut again at the Powell Reservoir
 - The reservoir and buildings remained secure
 - Law enforcement has been advised

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager reported on the following:

- The Auditor and I worked together for most of the day, reviewing billing rates and drilling down the format and calculations used when billing a customer. The Auditor had many accounts for 2010 and 2011 we verified as to how and if they were billed correctly. We did the same thing for Adjustments and Past Dues. The process went very well and has been completed.

- The representative from Doxo Company came on Thursday and did a demo for the Finance department, IT and Customer service. This product is used by customers to receive a paperless bill, view their bill online and pay online. This company works closely with Databar and Springbrook. Everyone that sat in on the demo enjoyed and felt the company was very impressive.

FINANCE ASSISTANT MANAGER'S REPORT

Tracy Fantz, Assistant Finance Manager was not in attendance.

GENERAL MANAGER'S REPORT

- The state audit is scheduled to finish on the 2nd of January.
- PEBB representative will be here on Wednesday December 19th to explain and answer any questions staff may have regarding medical benefits.
- Christmas Eve day the office will close at noon, those who have scheduled leave for that day will be required to take 4.5 hours of annual leave and the 3.5 hours of holiday leave.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

Vouchers for SKWRF #11603 - #11627 in the amount of \$41,310.68, WSUD vouchers #21438 - #21500 in the amount of \$69,233.60 and Payroll in the amount of \$162,233.60 were moved to approve by Commissioner Way, Commissioner Lundberg seconded and all were in favor.

COMMISSIONER'S REPORT

Commissioner Screws brought to the attention of the other Commissioners the memo from County regarding the Payroll issue on November 30th, 2012.

ADJOURN

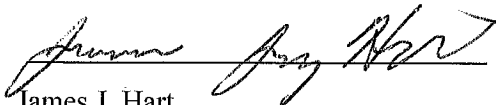
Commissioner Way moved to adjourn and Commissioner Lundberg seconded the motion, passed 4-0.



Jeannie Screws
Chairperson



Susan Way
Vice-Chair



James J. Hart
Secretary



Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
DECEMBER 17, 2012 WSUD BOARD MEETING**

DECEMBER 2012 PAYROLL:	91925	SEWER OPERATIONS	52,473.09
	91926	WATER OPERATIONS	56,081.61
	91927	INFORMATION TECHNOLOGY	6,907.09
	91928	SKWRF	47,254.56
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		GRAND TOTAL PAYROLL ALL FUNDS:	<u>162,716.35</u>

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
	91925 WASTEWATER OPERATING FUND	21472 - 21496	12/24/12	16,638.50
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		TOTAL 91925:		16,638.50
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	91926 WATER OPERATING FUND	21441 - 21471	12/24/12	33,182.41
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		TOTAL 91926:		33,182.41
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	91927 INFORMATION TECHNOLOGY FUND	21438 - 21440	12/24/12	347.58
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		TOTAL 91927:		347.58
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	91930 WATER CIP FUND	21497 - 21500	12/24/12	19,065.11
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		TOTAL 91930:		19,065.11
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	91928 SKWRF OPERATING FUND	11607 - 11627	12/24/12	36,713.38
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		TOTAL 91928		36,713.38
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	91931 SKWRF CAPITAL IMPROV	11603 - 11606	12/24/12	4,597.30
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		TOTAL 91931		4,597.30
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	91933 SEWER CIP FUND			
				<hr/>
		TOTAL 91933		0.00
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		GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		<u>110,544.28</u>