

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 January 7th, 2013

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Chairperson: James J. Hart  
Vice Chairperson: Jerry Lundberg (absent)  
Commissioner: Jeannie Screws  
Commissioner: Susan Way

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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 Hart at 4:30 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

BOARD DISCUSSION/ACTION

Approval of Board Minutes of December 17<sup>th</sup>, 2012

Commissioner Screws moved to approve the minutes of December 17<sup>th</sup>, 2012, Commissioner Way seconded and all were in favor.

Excuse Commissioner Lundberg's Absence

Commissioner Screws made a motion to excuse Commissioner Lundberg from the January 7<sup>th</sup>, 2013 meeting, Commissioner Way seconded and all were in favor.

Resolution 410-13, Illahee, Fort Flagler, Larrabee State Parks Satellite Services

Commissioner Screws made a motion to approve Resolution 410-13, Commissioner Way seconded and all were in favor.

Resolution 411-13, Staff Personnel Changes and Salary Adjustments

Commissioner Hart suggested this Resolution be tabled until Commissioner Lundberg returned from vacation. Commissioner Screws made a motion Resolution 411-13 be tabled until the Board meeting on January 22<sup>nd</sup>, 2013, Commissioner Way seconded and all were in favor.

Discussion: Medical Benefit Plan for District Staff

General Manager Wilson has been discussing medical benefits with the West Sound Utility District staff. Since the merge of Annapolis Water District and Karcher Creek Sewer District

the West Sound Utility District has had two different insurance companies. General Manager Wilson would like to see the West Sound employees all contract with the same insurance plan so all employees would have similar benefit packages regarding health insurance. Employees that are already enrolled with PEBB have not the option of change due to a contract Grandfathered with the State. General Manager Wilson put the vote out to those employees of AWC to see if they would like to be on the same plan as the PEBB members, the vote came back 9 for and 9 against. The recommendation is to leave things as they are for another year and see if this can be resolved at a later time.

#### Discussion: Reclaimed Water Interest Survey

General Manager Wilson discussed the survey received from Kitsap County Commissioners' Office regarding reclaimed water. The survey is asking the level of interest from purveyors regarding Recycle/Reclaimed Water. The Board suggested that General Manager respond to the survey by indicating this is something that will be discussed at the Board Study session on the 14<sup>th</sup> of January.

#### ATTORNEY'S REPORT

Attorney Rick Gross had nothing to report on at this time.

#### PLANT MANAGER'S REPORT

Plant Manager Randy Screws reported on the following:

- Capital Projects
  - SKWRD was able to complete all the defined Capital Projects in 2012.
  - SKWRF Capital Projects for 2012 were budgeted for \$562,200.
  - Expenditures of approximately \$423,000.
  - Grant funding of all PSE Grant Funded Projects is \$73,715.
- Disc Thickener
  - Noticeable reduction in polymer for thickening process.
  - Equipment performance is exceeding what was required.
  - PSE is in the process of grant fund issuance for the project.
  - Grant funding for this project is \$58,208.
- NPDES Permit
  - Ecology has suggested the inclusion of Reclaimed Water into the permit with conditional requirements that will need to be met.
- MBR
  - The plant is operating in parallel.
  - Staff has begun evaluation of the parallel operation to determine potential useable membrane life.
- Leachate
  - SKWRF received \$811,738 gallons of leachate in December.
  - Approximately \$33,000 in revenue.
- Reclaimed Water
  - Work continues on Reclaimed Water Project.

OPERATIONS MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Skate Park in Jackson Park
  - The water main has been relocated, bacteriological testing passed and water service has been restored.
- Well #17 Pump Replacement
  - The Electrician removed the existing wire and is testing the conduit to determine if it can be salvaged.
  - Hokaido Drilling will be installing the new pump Tuesday January 8<sup>th</sup>.
- Horstman Heights has a new owner
  - West Sound Engineering is working with the new owner to develop a plan to evaluate the condition of the existing utilities and complete the project.
- Silverview Development
  - Work has stopped on the project.
  - The District has not received engineered drawings for the proposed lift station.
- Harris 9 lot short plat
  - The water main is complete, passed hydrostatic and bacteriological testing.
  - The sewer is installed, cleaning and video inspection performed, air and manhole testing to be completed this week.
- The crew is continuing the annual water main flushing program
  - Currently working in the area North of Mile Hill Road.
  - Crew will be cleaning the Powell Reservoir next week, then flushing the lower gradient.
- Ron Martin has given notice of intent to retire January 18<sup>th</sup>, after 23 years of service to the District.

<u>Water Production</u>		<u>Rainfall</u>	
Final 2011	591.8 MG	Final 2011	49.9
Final 2012	561.7 MG	Final 2012	63.2
Down 5.4%			

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager stated that things are going well. The customer service department has been working at archiving and boxing up 2012 reports etc.

IT MANAGER REPORT

IT Manager reported on the following:

- Camera at Powell
  - Waiting for parts.
- Common issues over the Holidays
  - Seemed to have problems at the Powell site for about 3 days, but all has cleared up.
- Maintenance of Windows
  - Security patches
- Port of Bremerton
  - Final software upgrade continues.
  - Backup Hardware and mail archives installed.
  - PC Deployment has taken place.
- Manchester Water
  - Supporting the migration from Springbrook to new Billing and Finance software BLAS software.
  - Plan to install the first Hyper-V server in February.

### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- He discussed the case regarding Lonnie Self with Labor & Industries.
- The transition of Denita Patton's departure has gone well, duties have been delegated.
- Staff is no longer able to collect a mid-month draw. The County payroll department will no longer be processing a mid-month draw. Also the Kitsap County Auditor's Payroll Office has informed us that the "Fiscal Cliff Act" which was put into effect 2 years ago lowering tax rate for the employees' portion of Social Security payroll taxes has not been renewed. The temporary rate we all have 'enjoyed' for the last 2 years is returning to the original rate of 6.2%. This is a 2% increase and returns us to the original Social Security tax rate.
- Ron Martin has announced his plans to retire on the 18<sup>th</sup> of January 2013.
- Contracts for: DOXO and Vueworks will be presented at the Board Study meeting on the 14<sup>th</sup> of January. DOXO is a company partnered with DataBar and will give West Sound the option to offer our customers paperless bills and many other great options for our customers. Vueworks will allow West Sound to have an integrated GIS asset and work management solution.

### APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS


Vouchers for SKWRF #11628 - #11667 in the amount of \$73,478.80, WSUD vouchers #21501 - #21559 in the amount of \$52,643.42 were moved to approve by Commissioner Screws, Commissioner Way seconded and all were in favor.

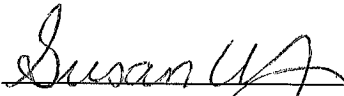
### COMMISSIONER'S REPORT

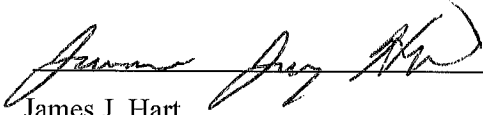
Commissioner Screws stated that she will be attending the Commissioners Workshop on the 26<sup>th</sup> of January in Lynwood.

ADJOURN

Commissioner Screws moved to adjourn the meeting at 5:30 p.m. and Commissioner Way seconded the motion, passed 3-0.

  
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Jeannie Screws  
Chairperson ~~Commissioner~~

  
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Susan Way  
Vice-Chair ~~Secretary~~

  
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James J. Hart  
Secretary ~~Chairperson~~

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Jerry Lundberg (absent)  
Commissioner ~~Vice Chair~~

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JANUARY 07, 2013 WSUD BOARD MEETING**

<b>JANUARY 2013 PAYROLL:</b>	<b>91925</b>	<b>SEWER OPERATIONS</b>	<b>0.00</b>
	<b>91926</b>	<b>WATER OPERATIONS</b>	<b>0.00</b>
	<b>91927</b>	<b>INFORMATION TECHNOLOGY</b>	<b>0.00</b>
	<b>91928</b>	<b>SKWRF</b>	<b>0.00</b>
			<hr/>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>0.00</b>
			<hr/> <hr/>

<b>ACCOUNTS PAYABLE:</b>	<u>VOUCHERS</u>	<u>DATE</u>	
<b>91925</b>	21501 - 21510	12/31/12	6,378.40
<b>WASTEWATER</b>	21529 - 21538	01/14/13	8,758.99
<b>OPERATING</b>			
<b>FUND</b>			
	<b>TOTAL 91925:</b>		<hr/> <b>15,137.39</b>
<b>91926</b>	21512 - 21528	12/31/12	22,028.64
<b>WATER</b>	21539 - 21555	01/14/13	13,494.76
<b>OPERATING</b>			
<b>FUND</b>			
	<b>TOTAL 91926:</b>		<hr/> <b>35,523.40</b>
<b>91927</b>	21511	12/31/12	70.75
<b>INFORMATION</b>	21556 - 21557	01/14/13	123.70
<b>TECHNOLOGY</b>	21558	Voided	
<b>FUND</b>			
	<b>TOTAL 91927:</b>		<hr/> <b>194.45</b>
<b>91930</b>	21559	01/14/13	1,788.18
<b>WATER CIP</b>			
<b>FUND</b>			
	<b>TOTAL 91930:</b>		<hr/> <b>1,788.18</b>
<b>91928</b>	11630 - 11647	12/31/12	33,336.34
<b>SKWRF</b>	11649 - 11667	01/14/13	26,532.34
<b>OPERATING</b>			
<b>FUND</b>			
	<b>TOTAL 91928</b>		<hr/> <b>59,868.68</b>
<b>91931</b>	11628 - 11629	12/31/12	1,772.72
<b>SKWRF</b>	11648	01/14/13	11,837.40
<b>CAPITAL</b>			
<b>IMPROV</b>	<b>TOTAL 91931</b>		<hr/> <b>13,610.12</b>
<b>91933</b>			
<b>SEWER CIP</b>			
<b>FUND</b>			
	<b>TOTAL 91933</b>		<hr/> <b>0.00</b>
	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<hr/> <b>126,122.22</b>