

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Tuesday January 22nd, 2013

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

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 5:30 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

BOARD DISCUSSION/ACTION

Approval of Board Minutes of January 7th, 2013

Commissioner Screws moved to approve the minutes of January 7th, 2013, Commissioner Way seconded and all were in favor.

Resolution 411-13, Staff Personnel Changes and Salary Adjustments

Commissioner Lundberg made a motion to approve Resolution 411-13, Commissioner Way seconded. Commissioners had some questions regarding how the step increases were configured. Resolution 411-13 was tabled until further discussion at the Board Study Meeting on January 29th, 2013.

Resolution 412-13, "VueWorks" GIS Asset Software 7 Service Contract

Commissioner Screws made a motion to approve Resolution 412-13, Commissioner Lundberg seconded. Commissioners discussed and it was decided to table until further discussion at the Board Study Meeting on January 29th, 2013.

Resolution 413-13, "DOXO" Program Service Contract

Commissioner Screws moved to approve Resolution 413-13, Commissioner Lundberg seconded and all were in favor.

Discussion: Reclaimed Water Interest Survey

General Manager Wilson discussed the “Interest Survey” received from the Kitsap County Commissioners regarding reclaimed water. The Commissioners directed the General Manager to respond by selecting the “Active Participant” section of the survey. This is stating that the District commits to developing resource management strategies, but will unlikely invest in physical assets within the foreseeable future.

Discussion: Department Manager’s Group/ Employment Agreements

General Manager Wilson shared with the Commissioners that he has been doing some follow-up research with the medical benefits for employees. General Manager shared that there are two managers that would like to be a part of the PEBB Program which are currently on the AWC Program. If the Managers have their own Employment Contracts they are seen as a separate bartering group and therefore could choose their own insurance program. Commissioner Hart would like to see this discussed further at the Board Study Meeting which will be held this coming Tuesday.

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
 - SKWRF IS PREPARING FOR 2013 Capital Projects.
 - SKWRF has executed the agreement for the Outfall Structure repairs. Repairs encompass replacement of the flange bolts on the diffusers.
- Solids Handlin Room
 - Work continues on reorganization of the ancillary equipment.
 - Coordinated with the Flottwegg Centrifuge manufacturer for the maintenance rebuild of the centrifuge. This is scheduled for April of this years.
 - Dewatering centrifuge containment will be opened to examine obvious areas that will need attention for the rebuild. This will occur within the next few weeks.
- MBR
 - Staff are planning and preparing for maintenance cleaning of the membranes.
 - Cleaning is scheduled to begin next week.
- Reclaimed Water
 - Work continues on Reclaimed Water Project.
- Annual Biosolids Report
 - Work continues on the report.
 - Anticipate providing the report to the regulatory agencies next week.
- Outfall Lease
 - SKWRF Outfall Structure lease expires in January of 2014.
 - Renewal application and supporting documentation is near completion.
 - The renewal is requested for an additional 30 years.

OPERATIONS MANAGER’S REPORT

Operations Manager Brent Winters reported on the following:

- Well #17 at Karcher
 - The new pump motor and column have been reinstalled by Hokaido Drilling.
 - The existing conduit tested satisfactory. We will request new quotes based on the changes to the scope of the project.
- Beach Drive
 - The County is scheduled to patch the project Wednesday January 23rd.
- Silverview Development
 - The contractor is attempting to obtain a satisfactory water main pressure test.
 - We have not received engineered drawings for the proposed lift station.
- Horstman Heights
 - Engineers have been on site to gather data.
- The crew is continuing the annual water main flushing program.
 - The upper gradient will be complete Wednesday.
 - We will be cleaning the Powell Reservoir this week, then begin flushing the lower gradient next week.
- Electrician Vacancy
 - We have a verbal commitment for “On Call” Electrician Services from 2 Electricians on our Small Works Roster. They will be sending us written proposals this week.
 - Brian Smalley will be assuming the mechanical and daily maintenance electrical work.
 - Kyle Galpin will be assuming the SCADA operations, well sounds and other water quality work.

CUSTOMER SERVICE MANAGER’S REPORT

Customer Service Manager stated that things are going well.

- Recalculating Commercial accounts for their new “winter averaging” rates.
- Received a call from customers requesting we put into effect a rate for low income or hardship cases.
- Working with Michael Whitehead on the upgrade that will take place with Springbrook the first part of February.
- Michael Whitehead installed a new printer for the Customer Service Department and we do appreciate.

IT MANAGER REPORT

IT Manager reported on the following:

- Security
 - Installed New Web Filters
 - This gives the ability to drill down and have more control of sites and types of attacks.
- New SCADA View Node Configuration
 - Moved the View Node as advised by Department of Homeland Best Practices to a secured locking door.
 - This move benefits Kyle Galpin.

- Upgrades
 - Springbrook is still scheduled for upgrade in February after Finance is done with the year end.
 - Creating new drives so the District and SKWRF can share data.
 - Changing Cashed and Offline files.
 - Replacing equipment that has met its end of life.
 - Customer Service Printer
 - Maintenance computers and laptops
- New Projects
 - VUEworks
 - Begin to purchase equipment
 - Begin Configuration of Software

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- Purge day will be this Friday. All employees will be cleaning up their work areas and getting rid of documents and things that are no longer of any use.
- Would like the Commissioners to be thinking of a date to schedule HDR to come present their findings on the rate study they have been doing for the District. General Manager shared that he has been working with HDR on merging three Rate Resolutions into one Resolution.
- Discussed the Contract between the City of Port Orchard and West Sound regarding the treatment plant contract. It has not been renewed since 1983, would like to see this discussed at the next SAC meeting.
- General Manager would like the Commissioners to discuss a date for a Water Reuse meeting, where Craig Russell, Tom Gould and other associates could attend and participate.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

Vouchers for SKWRF #11668 - #11696 in the amount of \$35,100.38, WSUD vouchers #21560 - #21621 in the amount of \$69,643.49 and Payroll in the amount of \$176,383.70 were moved to approve by Commissioner Way, Commissioner Lundberg seconded and all were in favor.

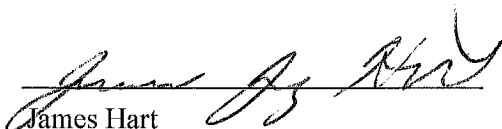
COMMISSIONER'S REPORT

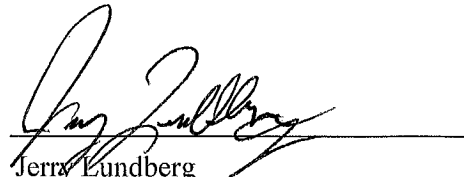
- Commissioner Screws stated that she attended the Retirement Party for Ron Martin, it was very nice.
- Commissioner Lundberg attended the Retirement Party for Ron Martin and the SAC Meeting on the 16th of January.


- Commissioner Way attended the SAC meeting on the 16th of January.
- Commissioner Hart attended the Retirement Party for Ron Martin and the SAC Meeting on the 16th of January.


ADJOURN

Commissioner Screws moved to adjourn the meeting at 7:30 p.m. and Commissioner Lundberg seconded the motion, passed 4-0.


James Hart
Chairperson


Jerry Lundberg
Vice-Chair


Susan Way
Secretary


Jeannie Screws
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JANUARY 22, 2013 WSUD BOARD MEETING**

JANUARY 2013 PAYROLL:	91925	SEWER OPERATIONS	56,176.35
	91926	WATER OPERATIONS	62,161.97
	91927	INFORMATION TECHNOLOGY	6,745.50
	91928	SKWRF	<u>51,198.88</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u>176,282.70</u>

ACCOUNTS PAYABLE:	<u>VOUCHERS</u>	<u>DATE</u>	
91925 WASTEWATER OPERATING FUND	21599 - 21620	01/28/13	19,114.35
	TOTAL 91925:		<u>19,114.35</u>
91926 WATER OPERATING FUND	21564 - 21598	01/28/13	44,042.37
	TOTAL 91926:		<u>44,042.37</u>
91927 INFORMATION TECHNOLOGY FUND	21560 - 21563	01/28/13	2,658.83
	TOTAL 91927:		<u>2,658.83</u>
91930 WATER CIP FUND			
	TOTAL 91930:		<u>0.00</u>
91928 SKWRF OPERATING FUND	11669 - 11696	01/28/13	33,928.76
	TOTAL 91928		<u>33,928.76</u>
91931 SKWRF CAPITAL IMPROV	11668	01/28/13	1,270.62
	TOTAL 91931		<u>1,270.62</u>
91933 SEWER CIP FUND	21621	01/28/13	3,827.94
	TOTAL 91933		<u>3,827.94</u>
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		<u>104,842.87</u>