

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 February 19<sup>th</sup> , 2013

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

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Attending: Michael Wilson, General Manager  
Randy Screws, Acting 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 Meeting Minutes of January 22<sup>nd</sup>, 2013.

Commissioner Lundberg moved to approve the minutes of January 22<sup>nd</sup>, 2013, Commissioner Screws seconded and all were in favor.

Approval of Special Board Meeting Minutes of January 29<sup>th</sup>, 2013

Commissioner Lundberg moved to approve the minutes of January 29<sup>th</sup>, 2013, Commissioner Way seconded and all were in favor.

Approval of Special Board Meeting Minutes of February 11<sup>th</sup>, 2013.

Commissioner Lundberg moved to approve the minutes of February 11<sup>th</sup>, 2013, Commissioner Way seconded and all were in favor.

Resolution 414-13, Water/Sewer Utility Rate, Fees and Charges

Commissioner Lundberg made a motion to approve Resolution 414-13, Commissioner Screws seconded. After discussion motion approved 3-1.

Resolution 416-13, John Tapia Salary Increase

Commissioner Lundberg made a motion to approve Resolution 416-13, Commissioner Way seconded. Resolution 416-13 was tabled until executive session.

Resolution 417-13, Michael Whitehead Salary Increase

Resolution 417-13 was tabled until the Executive Session.

Resolution 418-13, Employment of Relatives (Nepotism) Policy

Commissioner Screws made a motion to approve Resoluition 418-13, Commissioner Lundberg seconded and all were in favor.

Discussion: WSUD 2012 Achievements

The Achievements for 2012 were presented by each Department Manager.

Discussion: SAC Meeting – SKWRF Goverance

General Manager presented the Board of Commissioners with a binder consisting of documents regarding the partnership with the City of Port Orchard.

ATTORNEY’S REPORT

Attorney Rick Gross reported that he had worked with General Manager Wilson on the Resolution 418-13 regarding Employment of Relative.

Attorney Gross also reported that he had worked with the General Manager on the City Ordinances regarding the partnership with the City of Port Orchard.

Finally, in light of Resolution 418-13, and acknowledging that Comissioner Screws’ Husband, Randy Screws works for the District, he recommended that she issue guidelines for herself and the District to refer to concerning what general type of District issues she will refrain from voting or engaging in discussions on to insure she is not involved in a conflict of interest situation in relation to her husband’s employment. Attorney Gross noted that previously she and her husband had entered into a separate property agreement in which she claimed no community interest and continues to claim no community interest in his earnings from the District. He stated that case law also dictates she should also refrain from placing herself in any type of a supervisory relationship with her husband’s employment or placing herself in a situation where she could participate in auditing his work performance. Attorney Gross also indicated that in his experience she has been careful not to participate in any discussions or decisions concerning her husband, and that she has never placed herself in a situation where she would supervise or audit his work. At the conclusion of his remarks, Commissioner Screws reiterated she has always been very careful not to become involved in any respect in matters involving her husband’s employment with the District, and that she would start working on some guidelines for use in the future.

ACTING PLANT MANAGER’S REPORT

Plant Manager Randy Screws reported on the following:

- Solids Handling Room
  - Work continues on reorganization of the ancillary equipment.
  - The Disk thickener is operating very efficiently. SKWRF staff are pleased with the improved thickening capabilities.
- MBR
  - Staff has completed the maintenance cleaning of the membranes.

- More repairs were necessary on the frames. Repairs included adding structural support and welding.
- Reclaimed Water
  - Work continues on the Reclaimed Water Project.
  - Preparations are being made for the March 4<sup>th</sup> meeting.
- Outfall lease
  - Application has been submitted and confirmed and received by Washington State Department of Natural Resources.
  - SKWRF has not received any requests for further information.
- Office
  - Staff began painting of the main office at the plant.
  - Working on establishing individual workstations at the plant for the crew.
- Class A Biosolids
  - Submitted samples for Salmonella testing.

### OPERATIONS MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Silverview Development
  - Forcemain installation without County or WSUD inspection.
  - Meeting with Mike Shockley, Jay Freeland and Dale Blackwood to discuss the situation.
- The crew is continuing the annual water main flushing program.
  - The upper gradient flushing is completed.
  - Powell and Well #1 Reservoirs have been cleaned.
  - Flushing the lower gradient at this time.
- The District has contracted with GC Systems to refurbish our water main pressure reducing valves.
  - The work will be performed August 1<sup>st</sup>.
  - This is capital improvement work performed every 5 years.
- The District has ordered 2 vehicles through the Washington State Department of Enterprise Services.
  - 2013 Ford F150 to replace the blue 2WD 2001 Chevrolet that Dustin is driving.
  - 2013 Ford Escape to replace the 2010 Escape purchased by SKWRF.
- Purchase of VUEWorks computerized maintenance management system.
  - Short teleconference scheduled for Friday to discuss implementation schedule.
  - Gap analysis, purchase and load server, kick off meeting, work flow.
  - Prepared contracts for "on call services" to be provided by 2 electricians.
  - Central Kitsap Electric of Silverdale
  - Black Wire Electric of Sough Colby has signed and returned.
- Kevin Long has announced his retirement effective August 1<sup>st</sup>, 2013
  - Kevin has been with the District since November 21<sup>st</sup>, 1994.

<u>Water Production</u>		<u>Rainfall</u>	
January 2012	38.8 MG	January 2012	7.8
January 2013	37.1MG	January 2013	3.4

CUSTOMER SERVICE MANAGER’S REPORT

Customer Service Manager stated that things are going well.

- Newsletter will be going out in the March bills, looking for articles?
- Springbrook upgrade went smoothly and is complete.

IT MANAGER’S REPORT

IT Manager reported on the following:

- Move in a new direction with team meetings.
  - SCADA
  - VueWorks
  - SKWR
    - Wes came up and talked about the way the District can further leverage his ability and knowledge.
- Customer Service and Finance Staff all received dual monitors.
  - Three have new monitors and two have old monitors.
  - Dale, Bill, Karen, John and Darren all have dual monitors.
- New camera for Powell Tank site
  - All powered by POE, this will help prevent the same issue we had before with the DC transformers burning out.
  - It has a SD Card for 7 days of recording.
    - No on site PC is needed.
- Springbrook install completed and went well on the tech side.
- Port or Bremerton
  - Financial software is being tested.
  - Everything is on hold from the staff layoffs.
- Manchester
  - Manchester has recently discontinued using Springbrook and made a migration to a new company out of Spokane. I am waiting to get back out there and finish the service migration.

GENERAL MANAGER’S REPORT

General Manager Wilson reported on the following:

- The General Manager reported on the meeting that will take place on March 4<sup>th</sup>, 2013 on Reclaimed Water. Those attending from out of the District will be: Jeff Hansen/

HDR, Mike Dawda/ DOE, Craig Russell / CR Hydrogeologic Consulting and Tom Gould/ HDR. General Manager Wilson will be forwarding an agenda of the evenings topics.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

Vouchers for SKWRF #11721 - #11744 in the amount of \$49,396.85, WSUD vouchers #21663 - #21720 in the amount of \$64,841.09 and Payroll in the amount of \$163,605.17 were moved to approve by Commissioner Screws, Commissioner Way seconded and all were in favor.

The Board of Commissioners went into Executive Session at 6:10 p.m. with General Manager Wilson and Attorney Gross, to discuss employees' performance evaluations. The Board returned to their Regular session at 6:48 p.m.

Commisisoner Lundberg moved and Commissioner Way seconded the motion to approve Resolution 416-13, approved 4-0.


Commissioner Lundberg moved and Commissioner Way seconded the motion to approve Resolution 417-13, approved 4-0.

COMMISSIONER'S REPORT

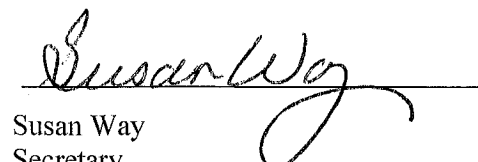
- Commissioner Screws no report.
- Commissioner Lundberg no report.
- Commissioner Way no report.
- Commissioner Hart reported on the special meetings attended during the month.


ADJOURN

Commissioner Lundberg moved and Commissioner Way seconded the motion to adjourn the Board meeting at 6:52 p.m., motion approved 4-0.

  
James Hart  
Chairperson

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Jerry Lundberg  
Vice-Chair

  
Susan Way  
Secretary

  
Jeannie Screws  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
FEBRUARY 19, 2013 WSUD BOARD MEETING**

FEBRUARY 2013 PAYROLL:	91925	SEWER OPERATIONS	49,992.17
	91926	WATER OPERATIONS	58,337.17
	91927	INFORMATION TECHNOLOGY	6,171.14
	91928	SKWRF	<u>49,104.69</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u>163,605.17</u>

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
	91925	21665 - 21689	02/25/13	9,594.11
	WASTEWATER OPERATING FUND			<u>9,594.11</u>
	TOTAL 91925:			9,594.11
	91926	21690 - 21720	02/25/13	54,857.65
	WATER OPERATING FUND			<u>54,857.65</u>
	TOTAL 91926:			54,857.65
	91927	21663 - 21664	02/25/13	389.33
	INFORMATION TECHNOLOGY FUND			<u>389.33</u>
	TOTAL 91927:			389.33
	91930			
	WATER CIP FUND			<u>0.00</u>
	TOTAL 91930:			0.00
	91928	11722 - 11744	02/25/13	49,088.97
	SKWRF OPERATING FUND			<u>49,088.97</u>
	TOTAL 91928			49,088.97
	91931	11721	02/25/13	307.88
	SKWRF CAPITAL IMPROV			<u>307.88</u>
	TOTAL 91931			307.88
	91933			
	SEWER CIP FUND			<u>0.00</u>
	TOTAL 91933			0.00
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:			<u>114,237.94</u>