

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 April 15th, 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  
Rick Gross, Attorney

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 March 26th, 2013

Commissioner Lundberg moved to approve the minutes of March 26th, 2013, Commissioner Screws seconded and all were in favor.

Resolution 424-13, Surplus Property

Commissioner Lundberg moved to approve Resolution 424-13, Commissioner Screws seconded and all were in favor.

Resolution 425-13, Accounts Payable Procedures

Commissioner Lundberg moved to approve Resolution 425-13, Commissioner Screws seconded and all were in favor.

Resolution 426-13, Salary Increase for Rassy Elliot

Commissioner Screws moved to approve Resolution 426-13, Commissioner Lundberg seconded, motion was tabled until executive session.

Discussion: Reclaimed Water Policy

General Manager Wilson discussed with the Commissioners the direction the District needs to go regarding reclaimed water. Commissioner Screws feels it is the right thing to do, we may not have a shortage of water today, but we are looking to the future. Commissioner Lundberg

would like the District to proceed using the guidelines given to us at the time we received the Reclaimed Water Grant. There will be further discussion on this with the SAC Advisory Board.

#### Discussion: Wastewater Facilities Management Interlocal Agreement

General Manager gave the Board an update on the interlocal agreement; it has been edited and is being reviewed by the attorney for the City of Port Orchard.

#### ATTORNEY'S REPORT

Attorney Gross stated that General Manager Wilson had asked him to do some research regarding issues with L & I compensation and overpayments. He is awaiting L & I's response.

#### ACTING PLANT MANAGER'S REPORT

Acting Plant Manager Randy Screws gave an updated report on the plant activities and projects that had occurred in the last couple of weeks. One of those items is the Capital Project for the replacement of the window sections at the plant. This project is almost completed and will be a great addition to the building.

#### OPERATIONS MANAGER'S REPORT

Operations Manager Brent Winters reported on the projects and tasks that had been accomplished over the last few weeks by the operations/maintenance staff.

There are many projects in progress; Silverview-under new management, Harris Court-excavating has started, West Coast Fitness Center-Ramsey Road awaiting plan approval, Mile Hill Vet Clinic-is under way.

#### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager stated that things are going well.

- New online paperless billing, we have 70 customers signed on so far.
- Door tag for shut offs today, total of 46 tags.
- In the process of the rate revisions for new rates.

#### IT MANAGER'S REPORT

IT Manager reported on activities and projects he has been involved in over the last two weeks. Reported that we have had two interviews for the company that will be doing our Website Development.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- Heidi Hill had foot surgery and will be out of the office for a couple of weeks.
- The advertisement for summer help has been posted.
- The District has received 14 applicants for the Tech II position. Interviews will be on April 23<sup>rd</sup>.
- The District will need to choose a firm for the Sewer Utility Comprehensive Plan.
- General Manager will be leaving April 19<sup>th</sup> for vacation returning on April 29th.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

1. Approval of Vouchers WSUD #21820 - #21929 in the amount of \$115,117.10.
2. Approval of Vouchers WSUD#21753 - #21819 on the amount of \$75,625.99.
3. Approval of Vouchers SKWRF #11800 – #11838 in the amount of \$62,909.09.
4. Approval of Vouchers SKWRF #11770 – #11799 in the amount of \$59,185.03.
5. Payroll in the amount of \$157,260.40.

Commissioner Lundberg moved to approve accounts payable vouchers and payroll, Commssioner Screws seconded and all were in favor.

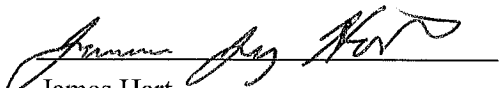
The Board of Commissioners went into Executive Session at 6:00 p.m. with General Manager Wilson to discuss employees' performance. The Board returned to their regular session at 6:12 p.m.. Commissioner Lundberg moved and Commisisoner Screws seconded the motion to approve Resolution 426-12, approved 4-0.

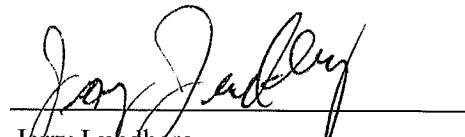
COMMISSIONER'S REPORT

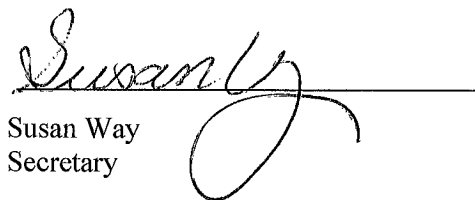
- Commissioner Screws no report.
- Commissioner Way no report.
- Commissioner Hart attended the WASWD Conference.


ADJOURN

Commissioner Lundberg moved and Commissioner Screws seconded the motion to adjourn the Board meeting at 6:13 p.m., motion approved 4-0.

  
James Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chair

  
Susan Way  
Secretary

  
Jeannie Screws  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
APRIL 15, 2013 WSUD BOARD MEETING**

APRIL 2013 PAYROLL:	91925	SEWER OPERATIONS	48,237.15
	91926	WATER OPERATIONS	54,834.81
	91927	INFORMATION TECHNOLOGY	6,477.20
	91928	SKWRF	47,711.24
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>157,260.40</b>

ACCOUNTS PAYABLE:	VOUCHERS	DATE	
91925	21820 - 21838	04/08/13	12,010.25
WASTEWATER OPERATING FUND	21866 - 21896	04/22/13	16,089.55
	<b>TOTAL 91925:</b>		<b>28,099.80</b>
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91926	21839 - 21853	04/08/13	12,857.01
WATER OPERATING FUND	21897 - 21926	04/22/13	28,772.81
	<b>TOTAL 91926:</b>		<b>41,629.82</b>
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91927	21856 - 21859	04/08/13	7,922.76
INFORMATION TECHNOLOGY FUND	21860 - 21865	04/22/13	7,528.13
	<b>TOTAL 91927:</b>		<b>15,450.89</b>
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91930	21854 - 21855	04/08/13	15,591.00
WATER CIP FUND	21927 - 21928	04/22/13	11,393.09
	<b>TOTAL 91930:</b>		<b>26,984.09</b>
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91928	11800 - 11811	04/08/13	13,855.23
SKWRF OPERATING FUND	11812 - 11838	04/22/13	49,053.86
	<b>TOTAL 91928</b>		<b>62,909.09</b>
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91931			
SKWRF CAPITAL IMPROV	<b>TOTAL 91931</b>		<b>0.00</b>
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91933	21929	04/22/13	2,952.50
SEWER CIP FUND			
	<b>TOTAL 91933</b>		<b>2,952.50</b>
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91924			
DEBT SERVICE FUND	<b>TOTAL 91924</b>		<b>0.00</b>
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	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<b>178,026.19</b>