

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 May 6, 2013

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

Attending: Michael Wilson, General Manager
Randy Screws, Acting Plant Manager
Brent Winters, Operations Manager
Tracy Fantz, Assistant Finance 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 April 15, 2013

Commissioner Lundberg moved to approve the minutes of April 15, 2013, Commissioner Way seconded and all were in favor.

Resolution 427-13, West Coast Fitness Developer Extension Contract

Commissioner Lundberg moved to approve Resolution 427-13, Commissioner Way seconded and all were in favor.

Resolution 428-13, Approval of 2013 Water System Plan

Commissioner Lundberg moved to approve Resolution 428-13, Commissioner Screws seconded and all were in favor.

Resolution 429-13, Amending Water and Sewer Rates, Fees and Charges

Commissioner Lundberg moved to approve Resolution 429-13, Commissioner Way seconded and all were in favor.

Resolution 430-13, Hiring of Utility Specialist II Position

Commissioner Lundberg moved to approve Resolution 430-13, Commissioner Way seconded; a discussion regarding benefits followed and this resolution was tabled until the May 20, 2013 Board Meeting.

Resolution 431-13, 2013-2014 Budget Amendment, Krista Firs Well Rehabilitation
Commissioner Lundberg moved to approve Resolution 431-13, Commissioner Screws seconded and all were in favor.

ATTORNEY'S REPORT

Attorney Rick Gross had nothing to report at this time.

ACTING PLANT MANAGER'S REPORT

Acting Plant Manager Randy Screws gave an overview of the Treatment Plant's projects and activities. Of particular concern is a gas leak from the digester's fixed piping – corrective action has been taken and they will follow up until the repairs are completed.

OPERATIONS MANAGER'S REPORT

Operations Manager Brent Winters reported on several projects that operations are working on – including Silverview, Harris Court, West Coast Fitness, Mile Hill Vet Clinic, Horstman Heights, and the Sarann Water Main/Jackson Sewer Crossing. Electrical work has also been completed for Well 17.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported that everything is operating well. The Summer Help positions closed May 3rd and 31 applications were received. The Admin staff have several vacation periods scheduled as we move into summer, - it will be a busy time.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- The District's Annual Reports are nearly done. Rassy and Joy have done a good job and it is beneficial to have two staff members trained for this.
- The May 15th SAC meeting was cancelled.
- Our requests for refunds from the Department of Revenue are still being reviewed in Olympia. We are receiving interest at 2% during the review period so this is not really a concern for us.
- The heating and ventilation systems here at the Lund Facility are not operating efficiently and we are spending far too much on energy and repairs. We will be investigating the best way to get this fixed.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

1. Approval of Vouchers WSUD #21930 – 21978 in the amount of \$50,548.82
2. Approval of Vouchers WSUD #11839 – 11861 in the amount of \$43,603.85

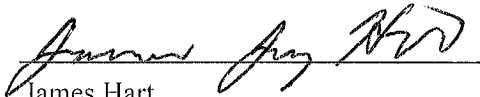
Commissioner Screws moved to approve accounts payable vouchers, Commissioner Way seconded and all were in favor.

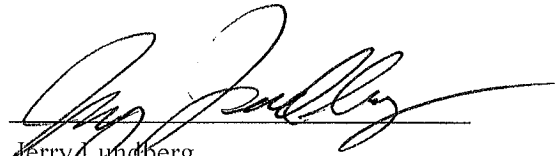
COMMISSIONER'S REPORT

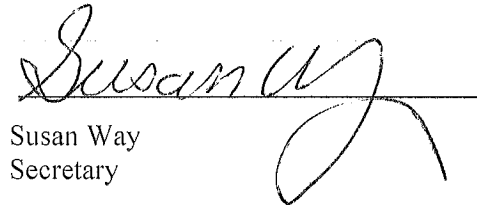
- Commissioner Hart – no report.
- Commissioner Lundberg – no report.
- Commissioner Screws – attended the WASWD Conference and a Section II meeting.
- Commissioner Way – no report.


ADJOURN

Commissioner Lundberg moved and Commissioner Screws seconded the motion to adjourn the Board meeting at 6:10 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
MAY 6, 2013 WSUD BOARD MEETING**

MAY 2013 PAYROLL:	91925	SEWER OPERATIONS	N/A
	91926	WATER OPERATIONS	N/A
	91927	INFORMATION TECHNOLOGY	N/A
	91928	SKWRF	N/A
	GRAND TOTAL PAYROLL ALL FUNDS:		0.00

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
	91925	21932 - 21949	05/13/13	16,925.47
	WASTEWATER	21977	05/13/13	2,910.48
	OPERATING			
	FUND			
	TOTAL 91925:			19,835.95
	91926	21950 - 21972	05/13/13	20,991.57
	WATER	21978	05/13/13	2,910.48
	OPERATING			
	FUND			
	TOTAL 91926:			23,902.05
	91927	21930 - 21931	05/13/13	3,247.90
	INFORMATION			
	TECHNOLOGY			
	FUND			
	TOTAL 91927:			3,247.90
	91930	21973 - 21976	05/13/13	3,562.92
	WATER CIP			
	FUND			
	TOTAL 91930:			3,562.92
	91928	11840 - 11860	05/13/13	30,965.75
	SKWRF			
	OPERATING			
	FUND			
	TOTAL 91928			30,965.75
	91931	11839	05/13/13	138.10
	SKWRF			
	CAPITAL			
	IMPROV			
	TOTAL 91931			138.10
	91932	11861	05/13/13	12,500.00
	SKWRF			
	ER&R FUND			
	TOTAL 91932			12,500.00
	91924			
	DEBT SERVICE			
	FUND			
	TOTAL 91924			0.00
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:			94,152.67