

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 June 4<sup>th</sup>, 2013

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, 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 5:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Dr. Nicholas Skalabrin a volunteer for the Parkwood Community Center came to discuss the increase in the sewer bill for the Center. The Parkwood Community Center is a nonprofit organization.

Dr. Nicholas stated that it is hardship on the Center to have the sewer based on their consumption, especially since the water from the pool does not discharge into the sewer drain. General Manager Wilson will be looking into this and will respond to Dr. Nicholas with his concerns.

CONSENT AGENDA

Approval of Board Meeting Minutes of May 20<sup>th</sup>, 2013

Approval of the Board Special Meeting Minutes of May 30<sup>th</sup>, 2013

Approval of Voided Vouchers WSUD #21937 - #21938 in the amount of \$755.13

Approval of Vouchers WSUD #22038 - #22071 in the amount of \$36,371.25.

Approval of Vouchers SKWRF #11892 - #11910 in the amount of \$21,451.63

Commissioner Screws moved to approve items in the Consent Agenda, Commissioner Way seconded and all were in favor.

## BOARD DISCUSSION/ACTION ITEMS

### Resolution 434-13, Hiring Kelsie Forcier, Temporary Summer Employee

Commissioner Screws moved to approve Resolution 434-13, Commissioner Way seconded and all were in favor.

### Resolution 435-13, Hiring Bryce Gorang, Temporary Summer Employee

Commissioner Screws moved to approve Resolution 435-13, Commissioner Way seconded and all were in favor.

### Resolution 436-13, Hiring Travis Lemley, Temporary Summer Employee

Commissioner Screws moved to approve Resolution 436-13, Commissioner Way seconded and all were in favor.

### Resolution 437-13, Bid Award SKWRF Window Replacement Project

Resolution 437-13 was tabled. Acting Manager Randy Screws only received one bid for this project, he is seeking contracts from a couple of other vendors.

### Resolution 438-13, Bid Award Krista Firs Well Rehabilitation

Commissioner Screws moved to approve Resolution 438-13, Commissioner Way seconded and all were in favor.

### Discussion: WASWD Retro Pool (additional assessment)

General Manager Wilson discussed the special assessment with the Board of Commissioners.

### Discussion: DOH Approval of WSUD Water System Plan

The Water System Plan has been approved by the Department of Health, as of May 14<sup>th</sup>, 2013.

### Discussion: 2013 Sewer Comprehensive Plan (consultant selection)

General Manager Wilson would like to know if the Board wants to have a selection process for a firm to do the Sewer Comprehensive Plan or choose one of the firms we currently work with, which would be RH-2 or HDR. No decision was made at this time.

## ATTORNEY'S REPORT

No report at this time.

## ACTING PLANT MANAGER'S REPORT

Acting Plant Manager Randy Screws gave an updated report on the plant activities and projects. Topics included the digester, the retention wall and the aeration diffusers. He shared also that the Washington State Department of Commerce Energy Grants are scheduled to be announced this month.

OPERATION MANAGER’S REPORT

Operations Manager Brent Winters reported on various projects, including Silverview, E. Illinois, E. Washington, and the Krista Firs project.

<u>Water Production</u>		<u>Rainfall</u>	
June 2012	193 MG	June 2012	26.1
June 2013	190 MG	June 2013	17

IT MANAGER’S REPORT

IT Manager Michael Whitehead reported on his activities over the last few weeks, one of the big items is the information regarding the hacking that has been going on across the Country, he has increased security at the District.

IT Manager reported that the District has signed a contract with a company out of Lynnwood to build our new website.

CUSTOMER SERVICE MANAGER ‘S REPORT

Customer Service Manager Fowler stated that she had just returned from vacation so was catching up on things. The calculation of ERU’s is completed for the SKWRF 2014 Budget.

GENERAL MANAGER’S REPORT

General Manager Wilson reported:

- Met with the City of Port Orchard regarding Well 10 and their needs for water. They are still interested in buying water from the District, but would not be implementing a long term contract with us, perhaps two years.
- Brent and GM will be meeting with EPA next week to discuss how they will implement the reclaimed water distribution for the 3 areas we have serviced with purple pipe.
- There will be an “all staff” meeting tomorrow, June 5<sup>th</sup>, 2013.

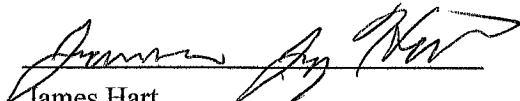
COMMISSIONER’S REPORT

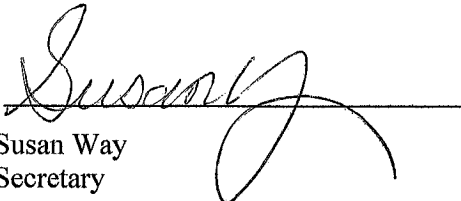
- Commissioner Screws attended the Section II meeting.
- Commissioner Hart – no report.
- Commissioner Way – no report.
- Commissioner Lundberg – not present


The Board of Commissioners went into Executive Session at 5:30 p.m. with General Manager Wilson, and Attorney Rick Gross to discuss Employment negotiations. The Board returned to regular session at 5:50 p.m..


ADJOURN

Commissioner Screws moved to adjourn and Commissioner Way seconded the motion to adjourn the Board meeting at 6:20 p.m., motion approved 3-0.

  
James Hart  
Chairperson

  
Susan Way  
Secretary

  
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Jerry Lundberg  
Vice-Chair

  
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Jeannie Screws  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JUNE 4, 2013 WSUD BOARD MEETING**

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

ACCOUNTS PAYABLE:		VOUCHERS	DATE	
	91925	21937 - 21938	05/13/13	(755.13)
	WASTEWATER OPERATING FUND	22040 - 22053	06/10/13	7,411.38
		<b>TOTAL 91925:</b>		<b>6,656.25</b>
	91926	22054 - 22070	06/10/13	26,196.54
	WATER OPERATING FUND			
		<b>TOTAL 91926:</b>		<b>26,196.54</b>
	91927	22038 - 22039	06/10/13	2,023.33
	INFORMATION TECHNOLOGY FUND			
		<b>TOTAL 91927:</b>		<b>2,023.33</b>
	91930	22071	06/10/13	740.00
	WATER CIP FUND			
		<b>TOTAL 91930:</b>		<b>740.00</b>
	91928	11892 - 11910	06/10/13	21,451.63
	SKWRF OPERATING FUND			
		<b>TOTAL 91928</b>		<b>21,451.63</b>
	91931			
	SKWRF CAPITAL IMPROV	<b>TOTAL 91931</b>		<b>0.00</b>
	91933			
	SEWER CIP FUND	<b>TOTAL 91933</b>		<b>0.00</b>
	91924			
	DEBT SERVICE FUND	<b>TOTAL 91924</b>		<b>0.00</b>
<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>				<b>57,067.75</b>