

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 18th, 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
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

CONSENT AGENDA

Approval of Board Meeting Minutes of June 4th, 2013

Approval of Vouchers WSUD #22072 - #22143 in the amount of \$604,313.13

Approval of Vouchers SKWRF #11911 - #11941 in the amount of \$1,016,867.11

Approval of Payroll in the amount of \$161,740.48.

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

BOARD DISCUSSION/ACTION ITEMS

Introduction of New Employees

Brent Winters, Operations Manager and Randy Screws Acting Plant Manager introduced the new employee and summer help, Bryce Gorang (summer help), Travis Lemley (summer help SKWRF), Kelsie Forcier (summer help) and Robert Williams (Utility Specialist II).

Proclamation: Honoring Bill Hungtinton

General Manager presented the proclamation to the Commissioners for approval and signatures. Commissioners approved.

Resolution 437-13, Bid Award SKWRF Window Replacement Project

Commissioner Lundberg moved to approve Resolution 437-13, Commissioner Screws seconded and all were in favor.

Resolution 439-13, Salary Increase for Debbie Raymond

Tabled until executive session.

Resolution 440-13, Salary Increase for Bryan Gallagher

Tabled until executive session.

Resolution 441-13, First reading, Brent Winters Employment Agreement

No Action.

Resolution 442-13, First reading, Michael Whitehead Employment Agreement

No action.

Resolution 443-13, First reading, Randy Screws Employment Agreement

No action.

Resolution 444-13, First reading, Sue Fowler Employment Agreement

No action.

Resolution 445-13, General Manager Employment Agreement

Tabled until executive session.

Resolution 446-13, Salary Increase for Lorisa Watkins

Tabled until executive session.

Discussion: Reimbursement of Additional Compensation for L&I Time Loss Payments

General Manager Wilson wanted the Commissioner to be aware of the over – payment of compensation for Rodney Ewing. This has been resolved by setting up a repayment schedule for Mr. Ewing.

Discussion: DOE Meeting Reclaimed Water Project, Installation of Irrigation Systems

General Manager shared a recap of the meeting notes taken at the meeting with DOE regarding reclaimed water.

Regular Board Meeting: change to July 16th, 2013 5:00 p.m.

It was agreed by all Commissioners to cancel the meeting for July 1st, 2013 and hold the next Board meeting on July 16th, 2013 at 5:00 p.m.

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 working towards reduction costs within the facility. One of the main focuses will be on the chemical costs and energy consumption.

He shared also that Lorisa Watkins completed her BA degree at Huxley College.

OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on various projects, including Harris Court, Horstman Heights Project, 2013 Combined Water & Sewer Capital Projects, Krista Firs.

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported activities taking place in the IT Department including; development of the website is underway, VueWorks Project is being tested, the School District has expressed interest in using the SMBE Tank for a radio antenna.

CUSTOMER SERVICE MANAGER 'S REPORT

Customer Service Manager Fowler shared that 13 of the WSUD customers took advantage of the Toilet Rebate that was being offered through WaterPak through the end of May, giving the customer a \$50.00 rebate. She also reported that 170 customers have signed on for paperless billing through DOXO.

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Communicated with HDR and RH2 regarding proposals for the sewer comp plan.
- Tracy, Rassy, & Joy, will be attending the WFO Conference in the fall to learn more about the BARS (Budgeting Accounting and Reporting System) accounting process.

COMMISSIONER'S REPORT

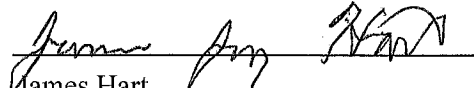
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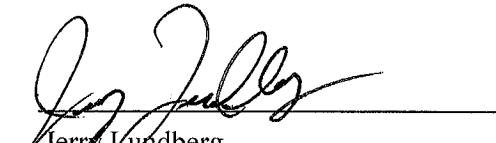
EXECUTIVE SESSION

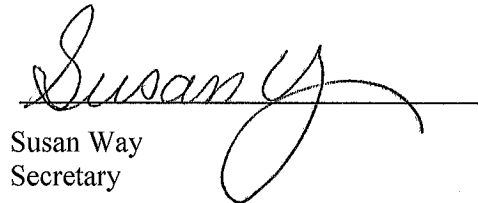
The Board of Commissioners went into Executive Session at 6:20 p.m. with General Manager Wilson, and the District's Attorney Rick Gross to discuss employees' performance and employment agreements. The Board returned to their Regular session at 8:15. Commissioner Screws moved and Commissioner Way seconded the motion to approve Resolution 439-13, 440-13, and 446-13, approved 4-0. Commissioner Screws moved and Commissioner Way seconded the motion to approve Resolution 445-13 with noted amendments to the General Manager's employment agreement, motion approved 4-0.


ADJOURN

Commissioner Lundberg moved to adjourn and Commissioner Way seconded the motion to adjourn the Board meeting at 8:25 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
JUNE 18, 2013 WSUD BOARD MEETING**

JUNE 2013 PAYROLL:	91925	SEWER OPERATIONS	49,790.79
	91926	WATER OPERATIONS	57,326.29
	91927	INFORMATION TECHNOLOGY	6,477.20
	91928	SKWRF	<u>48,146.20</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>161,740.48</u></u>

ACCOUNTS PAYABLE:	<u>VOUCHERS</u>	<u>DATE</u>	
91925 WASTEWATER OPERATING FUND	22072 - 22109	06/24/13	382,450.22
	TOTAL 91925:		<u>382,450.22</u>
91926 WATER OPERATING FUND	22112 - 22139	06/24/13	208,647.47
	TOTAL 91926:		<u>208,647.47</u>
91927 INFORMATION TECHNOLOGY FUND	22110 - 22111	06/24/13	331.18
	TOTAL 91927:		<u>331.18</u>
91930 WATER CIP FUND	22140 - 22142	06/24/13	10,799.26
	TOTAL 91930:		<u>10,799.26</u>
91928 SKWRF OPERATING FUND	11911 - 11941	06/24/13	1,016,867.11
	TOTAL 91928		<u>1,016,867.11</u>
91931 SKWRF CAPITAL IMPROV	TOTAL 91931		<u>0.00</u>
91933 SEWER CIP FUND	22143	06/24/13	2,085.00
	TOTAL 91933		<u>2,085.00</u>
91924 DEBT SERVICE FUND	TOTAL 91924		<u>0.00</u>
GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:			<u><u>1,621,180.24</u></u>