

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 July 16th, 2013 5:00 p.m.

Chairperson: Jim Hart
Vice Chairperson: Jerry Lundberg
Commissioner: Jeannie Screws
Commissioner: Susan Way

Attending: Michael Wilson, General Manager
Randy Screws, SKWRF Operations Manager
Brent Winters, Operations Manager
Michael Whitehead, IT Manager
Deena Carpenter, Customer Service
Rick Gross, Attorney

The meeting was called to order by Commissioner Hart at 5:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

CONSENT AGENDA

Approval of Board Meeting Minutes of June 18th, 2013

Approval of Vouchers WSUD #22144 in the amount of \$17,2401.12

Approval of Vouchers SKWRF #11942-#11996 in the amount of \$62,057.83

Payroll in the amount of \$170,196.22

Commissioner Screws moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way. The motion passed unanimously.

BOARD DISCUSSION/ACTION

Resolution 448-13, Bid Award for Combined Water/Sewer Capital Project

Commissioner Screws moved to approve Resolution 448.13, Commissioner Lundberg seconded and the motion passed unanimously.

Resolution 449-13, Developer Extension Contract for Horstman Heights

Commissioner Screws moved to approve Resolution 449.13, Commissioner Lundberg seconded and the motion passed unanimously.

Discussion: Update on Refund of Public Utilities and B&O Excise Tax

General Manger Wilson reported that the refunds for West Sound and South Kitsap Water Reclamation Facility have been received. Amount of refund was very close to what was estimated by the District.

Discussion: SKWRF Governance

The City would like to see the governing of SKWRF changed into an LLC. Consensus from the Commissioners is to leave it, as it has been run in the past.

Discussion: Whole Sale Water Service – City of Port Orchard

General Manager Wilson brought an update on the progress of selling the District's surplus water to the City of Port Orchard. There needs to be clearer expectations from the City in order to proceed with our proposal.

ATTORNEY'S REPORT

Attorney Gross stated that he is up to date with all projects for the District.

PLANT OPERATION MANAGER'S REPORT

Operations Manager Screws reported on the following:

He met with Ecology to discuss the potential for future reduction of Bio-solids analytical testing.

Capital improvements status reported on were :

- Flottweg Rebuild
- Supporting wall and Centrate line
- Outfall Repairs
- Digesters Coatings
- Aeration Diffusers
- Potable Water Break Tank
- Solids Conveyor

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Harris Ct/Habitat for Humanity Project
- Silverview Estates
- West Coast Fitness
- Krista Firs
- Department of Health Sanitary Survey
- Vactor Demo
- Proposal to eight engineers firms for the Villa Carmel Lift Station Rehab

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported on:

- Web site update
- Firewall install at the treatment plant
- Vue Work implementations
- Working with Hartstene to get Springbrook onsite
- Port of Bremerton expanding Wi-Fi for Marina

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler is on vacation.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- Budget Status update.
- Customer service is busy with Sue and Tracy both on vacation.
- HDR is checking our boundaries so they match for the Sewer Comp Plan.

COMMISSIONER'S REPORT

Commissioner Way had nothing to report.

Commissioner Screws attended the section meeting.

Commissioner Hart had nothing to report.

Commissioner Lundberg had a payroll processing question.

EXECUTIVE SESSION: DISCUSS EMPLOYMENT AGREEMENTS FOR MANAGERS

The Board of Commissioners went into Executive Session at 6:28 p.m. with General Manager Wilson and District Attorney Rick Gross to discuss Department Managers' employment agreements. The Board returned to Regular Session at 6:55 p.m.

Resolution 441-12 Brent Winters Employment Agreement

Commissioner Screws moved to approve Resolution 441-13, Commissioner Lundberg seconded and the motion passed unanimously.

Resolution 442-13, Michael Whitehead Employment Agreement

Commissioner Screws moved to approve Resolution 442-13, Commissioner Lundberg seconded and the motion passed unanimously.

Resolution 444-13, Susan Fowler Employment Agreement

Commissioner Screws moved to approve Resolution 444-13, Commissioner Lundberg seconded and the motion passed unanimously.

Commissioner Screws excused herself from the meeting and the remaining Board members returned to Executive Session to discuss employee performance and employment agreement. The Board returned to the Regular Session at 7:04 p.m.

Resolution 443-13, Randy Screws Employment Agreement

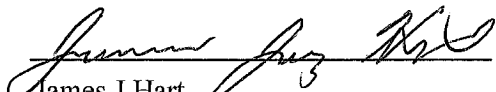
Commissioner Lundberg moved to approve Resolution 443-13, Commissioner Way seconded and the motion passed 3-0.

Resolution 447-13, Salary Increase for Randy Screws

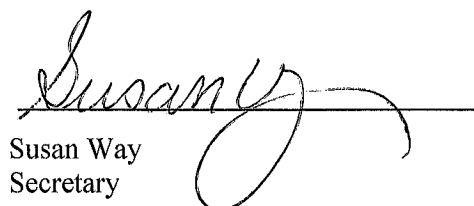
Commissioner Lundberg moved to approve Resolution 447-13, Commissioner Way seconded and the motion passed 3-0.


ADJOURN

Commissioner Lundberg moved to adjourn the meeting, Commissioner Way seconded, motion passed 3-0 and the meeting was adjourned at 7:06 p.m.


James J Hart
Chairperson

Jerry Lundberg
Vice-Chair


Susan Way
Secretary


Jeannie Screws
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JULY 16, 2013 WSUD BOARD MEETING**

JULY 2013 PAYROLL:	91925	SEWER OPERATIONS	52,985.94
	91926	WATER OPERATIONS	60,696.56
	91927	INFORMATION TECHNOLOGY	6,477.20
	91928	SKWRF	<u>50,036.52</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
91925 WASTEWATER OPERATING FUND		22169 - 22186	07/08/13	14,027.15
		22187 - 22207	07/22/13	20,968.44
	TOTAL 91925:			<u>34,995.59</u>
91926 WATER OPERATING FUND		22144 - 22163	07/08/13	13,722.60
		22208 - 22245	07/22/13	81,842.23
		22255	07/22/13	1,330.00
	TOTAL 91926:			<u>96,894.83</u>
91927 INFORMATION TECHNOLOGY FUND		22164 - 22168	07/08/13	17,845.78
		22246 - 22249	07/22/13	1,024.57
	TOTAL 91927:			<u>18,870.35</u>
91930 WATER CIP FUND		22250 - 22253	07/22/13	21,080.35
	TOTAL 91930:			<u>21,080.35</u>
91928 SKWRF OPERATING FUND		11944 - 11964	07/08/13	17,327.74
		11965 - 11996	07/22/13	41,366.46
	TOTAL 91928			<u>58,694.20</u>
91931 SKWRF CAPITAL IMPROV		11942 - 11943	07/08/13	3,363.63
	TOTAL 91931			<u>3,363.63</u>
91933 SEWER CIP FUND		22254	07/22/13	560.00
	TOTAL 91933			<u>560.00</u>
91924 DEBT SERVICE FUND				
	TOTAL 91924			<u>0.00</u>
GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:				<u>234,458.95</u>