

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 August 5th, 2013 4:30 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
Sue Fowler, Customer Service Manager
Rick Gross, Attorney

The meeting was called to order by Commissioner Hart at 4:30 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 has done research on this subject. The only way to know how much to credit the Community Center for regarding usage is to meter the flow. It was decided the District will put the meter in to check the flow and credit that amount back to the Community Center as a credit on their bill.

CONSENT AGENDA

Approval of Board Meeting Minutes of July 16th, 2013
Approval of Vouchers WSUD # 22257 to #22315 in the amount of \$62,981.99.
Approval of Vouchers WSUD #22256 in the amount of \$500.00.
Approval of Vouchers SKWRF #11997 to #12027 in the amount of \$84,613.70.

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

BOARD DISCUSSION/ACTION

Resolution 450-13, Salary Increase for Kevahn Steinke

Resolution 450-13 was tabled until executive session.

Resolution 451-13, Salary Increase for Brent Winters

Resolution 415-13 was tabled until executive session.

Resolution 452-13, Non-residential Sewer Utility Rate Formula

Commissioner Lundberg moved to approve Resolution 452-13, Commissioner Screws seconded and the motion passed unanimously.

Discussion: Board of Commissioner's Salary CPI adjustment

General Manager Wilson presented the Commissioners with the notice he received regarding Water Sewer District Board Members dollar threshold adjustment. This is a volunteer requirement and became effective July 1st, 2013.

Discussion: Wholesale Water Service – City of Port Orchard

General Manager Wilson presented the Board with a draft of the contract terms and the background information that determined the costs and agreement stipulations.

Discussion: SKWRF Governance (SAC meeting)

This discussion was tabled for the executive session.

ATTORNEY'S REPORT

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

Attorney Gross announced his retirement effective October 1, 2013.

PLANT OPERATION MANAGER'S REPORT

Operations Manager Screws reported on the following:

Ecology has formally agreed to the reduction in Biosolids testing. This will be an annual savings of around \$6300.00.

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

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Silverview Estates
- West Coast Fitness
- Horstman Heights
- Well #1 & #5
- Pressure Reducing Valve Refurbishments Capital Project
- Eone Pump Replacement Capital Project
- 2013 Combined Capital Projects
- 8" A/C Water Main Break on Jackson Saturday 7/27/13 about 8:30 p.m.

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported on:

- Web site update
- Vue Work implementations
- Increased bandwidth for outbound & inbound internet
- Scheduling dates for demonstration of the Shoretel VIOP phone system.
- Multiple projects going on at the Port, Network Wiring at the Marinas, Security Cameras at the airport, Server Upgrades.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported that she has been working with the General Manager on the transition of her retirement.

EXECUTIVE SESSION: DISCUSS EMPLOYMENT AGREEMENTS FOR MANAGERS

The Board of Commissioners went into Executive Session at 5:30 p.m. with General Manager Wilson and District's Attorney Rick Gross to discuss employee performance evaluations and negotiations with the City of Port Orchard.

The Board returned to their Regular session at 6:10 p.m.

Resolution 450-13, Salary Increase for Kevahn Steinke

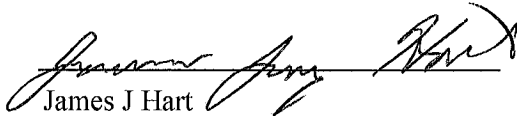
Commissioner Screws moved to approve Resolution 450-13, Commissioner Lundberg seconded and the motion passed unanimously.

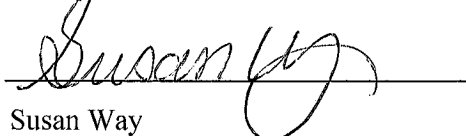
Resolution 451-13, Salary Increase for Brent Winters

Commissioner Screws moved to approve Resolution 451-13, Commissioner Lundberg seconded and the motion passed unanimously.


ADJOURN

Commissioner Screws moved to adjourn the meeting, Commissioner Way seconded, motion passed 4-0 and the meeting was adjourned at 6:17 p.m.


James J Hart
Chairperson


Susan Way
Secretary

Jerry Lundberg
Vice-Chair


Jeannie Screws
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
AUGUST 5, 2013 WSUD BOARD MEETING**

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

ACCOUNTS PAYABLE:	<u>DISTRICT</u>	
	District voucher #22256 issued 8/5/13 in the amount of \$500.00 and vouchers #22257 to #22315 issued 8/12/13 in the amount of \$62,981.99:	
	Fund 91925 - Wastewater Operating Fund	14,148.44
	Fund 91926 - Water Operating Fund	30,710.02
	Fund 91927 - Information Technology Fund	48.26
	Fund 91930 - Water Capital Improvement Fund	<u>18,575.27</u>
	TOTAL DISTRICT ACCOUNTS PAYABLE	63,481.99
	<u>SKWRF</u>	
	SKWRF vouchers #11997 to #12027 issued 8/12/13 in the amount of \$84,613.70:	
	Fund 91928 - SKWRF Operating Fund	46,370.67
	Fund 91931 - SKWRF Capital Improvement Fund	<u>38,243.03</u>
	TOTAL SKWRF ACCOUNTS PAYABLE	84,613.70
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>148,095.69</u></u>