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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 19<sup>th</sup>, 2013 4:30 p.m.

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

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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

CONSENT AGENDA

1. Approval of Board Meeting Minutes of August 5, 2013
2. Approval of Vouchers WSUD #22316 - #22362 in the amount of \$65,775.46
3. Approval of Vouchers SKWRF #12028 - #12048 in the amount of \$44,369.10
4. Approval of Payroll in the amount of \$174,182.94
5. Change Regular Board Meeting to September 3, 2013

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 453-13, Public Disclosure Policy

Commissioner Screws moved to approved Resolution 453-13, Commissioner Way seconded and all were in favor.

Discussion: Parkwood Community Club's Sewer Utility Billing

After discussion it was decided the District will purchase the meters for the Parkwood Community Club. The meters will be paid for by the credit we were going to apply to the Parkwood Community account. Once the consumption is measured for filling their swimming pool a yearly credit will be established.

Discussion: Lease of DNR Property (Well Site:#16 & #17)

General Manager discussed the agreement with the Retsil Veterans Home regarding the unsigned agreement with the Veterans Home. General Manager will proceed to do more research and report back at the next meeting.

Discussion: 2013 Mid-year Budget Status Report

General Manager gave a power point presentation to the Board for the Mid year 2013 Budget.

ATTORNEY'S REPORT

Attorney Gross provided the Board with an update of legal consultations/assignments over the past two weeks.

PLANT OPERATION MANAGER'S REPORT

Operations Manager Screws provided an update on the status of the progress of the installation of the window sections to the Plant and other capital improvement projects.

OPERATION MANAGER'S REPORT

Water/Sewer Operations Manager Winters reported on the status of a number of developer projects (Silverview Estates, Horstman Heights) and capital and operation projects.

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported on:

The status of the VueWorks project, website development, Port of Bremerton projects and IT security.

GENERAL MANAGER'S REPORT

General Manager Wilson updated the Board on the communication with the City of Port Orchard regarding the wholesale water proposal.

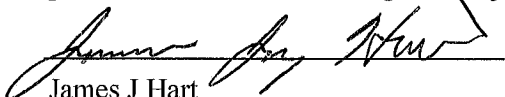
EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 6:10 p.m. with General Manager Wilson to discuss employee performance evaluations.

The Board returned to their Regular session at 6:20 p.m.

ADJOURN

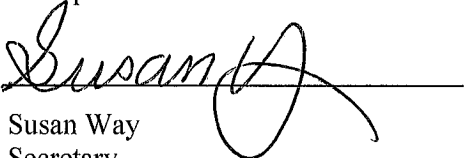
Commissioner Screws moved to adjourn the meeting, Commissioner Way seconded, motion passed 3-0 and the meeting was adjourned at 6:21 p.m.



James J Hart  
Chairperson

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Jerry Lundberg (absent)  
Vice-Chair



Susan Way  
Secretary



Jeannie Screws  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
AUGUST 19, 2013 WSUD BOARD MEETING**

AUGUST 2013 PAYROLL:	91925	SEWER OPERATIONS	53,921.99
	91926	WATER OPERATIONS	62,101.42
	91927	INFORMATION TECHNOLOGY	6,477.20
	91928	SKWRF	51,682.33
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>174,182.94</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #22316 through #22362 issued 8/26/13 in the amount of \$65,775.46:

Fund 91925 - Wastewater Operating Fund	8,485.48
Fund 91926 - Water Operating Fund	37,660.15
Fund 91927 - Information Technology Fund	360.30
Fund 91930 - Water Capital Improvement Fund	2,872.00
Fund 91933 - Sewer Capital Improvement Fund	16,397.53
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>65,775.46</b>

**SKWRF**

SKWRF vouchers #12028 through #12048 issued 8/26/13 in the amount of \$44,369.10:

Fund 91928 - SKWRF Operating Fund	33,570.46
Fund 91931 - SKWRF Capital Improvement Fund	10,798.64
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>44,369.10</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>110,144.56</b>
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