

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, September 16<sup>th</sup>, 2013 4:30 p.m.

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

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Attending: Michael Wilson, General Manager  
Kevahn Steinke, SKWRF  
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 4:30 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of August 19<sup>th</sup>, 2013
2. Approval of Vouchers WSUD #22363 - #22427 in the amount of \$130,034.05
3. Approval of Vouchers SKWRF #12049 - #12100 in the amount of \$167,504.15
4. Approval of September Payroll in the amount of \$165,727.19

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

BOARD DISCUSSION/ACTION

Resolution 456-13, Surplus Property

Commissioner Way moved to approved Resolution 456-13, Commissioner Lundberg seconded and all were in favor.

Resolution 457-13, Award Small Works Contract to Line-X Northwest Inc.

Commissioner Way moved to approved Resolution 456-13, Commissioner Lundberg seconded and all were in favor.

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

General Manager Wilson gave an historical overview of the original lease agreement with the Retsil Veteran's Home and Department of Natural Resources. The current agreement with the Veteran's Home was never signed so a new agreement is being drafted along with a proposal of goals for the reservoir.

Discussion: SKWRF Governance Update

General Manager Wilson updated the Commissioners on the progress being made. A draft agreement for a partnership contract between City of Port Orchard and West Sound Utility District is being put together and will be presented at the next SAC meeting in October.

Discussion: Clayton Longacre Account Update

General Manager Wilson gave an update regarding Mr. Longacre's account. Correspondence has been exchanged and the Commissioners were given copies.

ATTORNEY'S REPORT

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

PLANT OPERATIONS REPORT

Kevahn Steinke provided an update on:

- Damage to the Digester. A full assessment will be made when all the water has been drained.
- Progress on Capital Improvement projects

OPERATION MANAGER'S REPORT

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

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported on:

- There will be a Springbrook update in November
- Web site update
- A trip to Hartstene Point in the near future for communication development
- Our main phone line was cut due to contractor error. The District was without phones for 7 hours.
- Looking at the Port of Bremerton's phone system

GENERAL MANAGER'S REPORT

General Manager Wilson reported on:

- Working on updating job descriptions for Customer Service
- Finance Department is attending the WFOA Conference this week
- Operations Plant Manager Randy Screws was awarded Operator of the Year

- Update on an employee L & I claim
- Updating and revising of the 2014 budget is in the near future

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 5:56 p.m. with General Manager Wilson to discuss employee performance evaluations. The Board returned to their regular session at 6:04 p.m.

Resolution 454-13, Salary Increase for Lance Hunt

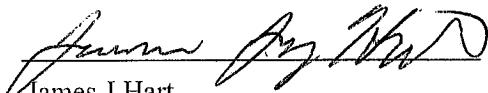
Commissioner Way moved to approve Resolution 454-13, Commissioner Lundberg seconded the motion. The motion approved 3-0.

Resolution 455-13, Salary Increase for Rodney Ewing

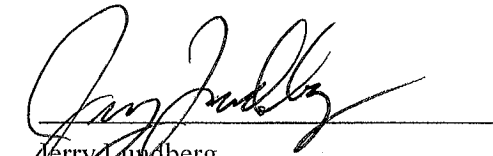
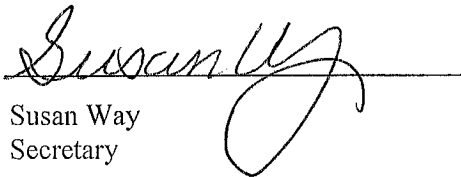

Commissioner Way moved to approve Resolution 455-13 and Commissioner Lundberg seconded. The motion approved 3-0.

ADJOURN

Commissioner Way moved to adjourn the meeting, Commissioner Lundberg seconded, motion passed 3-0 and the meeting was adjourned at 6:05 p.m.



James J Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chair  
Susan Way  
Secretary  
Jeannie Screws  
Commissioner (Absent)

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

<b>SEPT 2013 PAYROLL:</b>	91925	SEWER OPERATIONS	50,314.82
	91926	WATER OPERATIONS	55,801.82
	91927	INFORMATION TECHNOLOGY	6,477.20
	91928	SKWRF	53,133.35
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>165,727.19</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #22363 through # 22388 issued 9/9/13 in the amount of \$23,288.38 and #22389 through #22427 issued 9/23/13 in the amount of \$106,745.67:

Fund 91925 - Wastewater Operating Fund	12,236.91
Fund 91926 - Water Operating Fund	60,077.69
Fund 91927 - Information Technology Fund	4,053.61
Fund 91930 - Water Capital Improvement Fund	53,204.58
Fund 91933 - Sewer Capital Improvement Fund	461.26
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>130,034.05</b>

**SKWRF**

SKWRF vouchers #12049 through #12076 issued 9/9/13 in the amount of \$46,364.26 and #12077 through #12100 issued 9/23/13 in the amount of \$121,139.89:

Fund 91928 - SKWRF Operating Fund	81,047.69
Fund 91931 - SKWRF Capital Improvement Fund	86,456.46
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>167,504.15</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>297,538.20</b>
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