

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, October 7th, 2013 4:30 p.m.

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

Attending: Michael Wilson, General Manager
Randy Screws, Plant Manager
Brent Winters, Operations Manager
Michael Whitehead, IT Manager
Tracy Fantz, Assistant Finance Manager
Kenneth Bagwell, 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 September 16th, 2013
2. Approval of Vouchers WSUD #22428 - #22483 in the amount of \$58,824.08
3. Approval of Vouchers SKWRF #12101 - #12132 in the amount of \$87,913.95
4. Excuse Commissioner Screw's Absence – September 16th Board Meeting
5. Excuse Commissioner Lundberg's Absence – October 7th, Board Meeting

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

BOARD DISCUSSION/ACTION

Introduction of Kenneth Bagwell

The Board introduced staff to Kenneth Bagwell, LLC, Attorney at Law

Resolution 458-13, Small Works Contract Award – Metropolitan Industries, Inc. – for SKWRF Potable Water Air Gap System

Commissioner Way moved to approved Resolution 458-13, Commissioner Screws seconded and all were in favor.

Resolution 459-13, Legal Services Agreement with Kenneth Bagwell, LLC, Attorney At Law
Commissioner Way moved to approve Resolution 459-13, Commissioner Screws seconded and all were in favor.

First Reading of Resolution #460-13, 2014 Salary Schedule and Employee's Health Insurance Benefit Contributions

General Manager Wilson gave a brief overview of the 1.5% COLA proposed for the 2014 Salary Schedule. He also discussed his proposal for the contribution the District shall make to each employee's month health insurance benefit plan to remain at \$950.00 per month for fiscal year 2014.

Resolution 461-13, Job Description Change and Promotion of Debbie Raymond

Commissioner Screws moved to approve Resolution 461-13, Commissioner Way seconded and all were in favor.

PNCWA Treatment Plant Operator of the Year (Western WA) Award

General Manager Wilson informed the Board that Plant Manager Randy Screws recently received the PNCWA Treatment Plant Operator of the Year Award.

Discussion: SKWRF Governance Update

General Manager Wilson updated the Commissioners on the progress being made. He has been working closely with staff at the City of Port Orchard. A new agreement has been drafted and will be presented at the next SAC meeting.

Discussion: Hartstene Point Services

Michael Wilson, Brent Winters and Michael Whitehead met with Hartstene Point recently and discussed plans for migrating HP to their own Springbrook application. Our expectation is to eventually wean them from WSUD support.

ATTORNEY'S REPORT

Attorney Kenneth Bagwell commented that he is looking forward to working with WSUD.

PLANT OPERATIONS REPORT

Plant Manager Screws discussed the recent digester fire and advised the Board he is waiting for lab results identifying the composition of the ignited material.

He also gave updates on various SKWRF capital projects, including the Support Wall, Digester Coatings, Potable Water Break Tank, Solids Conveyer, Deck Coatings and Dip Tank Coatings.

OPERATION MANAGER'S REPORT

Water/Sewer Operations Manager Winters reported:

- Status on developer projects: Silverview Estates, West Coast Fitness and Horstman Heights
- Status on capital projects: Combined Sewer and Water Capital Projects, Villa Carmel Lift Station Improvements, Aidan and Sinclair Lift Station Improvements

- Collaborative effort with Kitsap County's Storm Sewer Project on Harris at the North side of Lund

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported on:

- Providing a connection for Hartstene Point to directly access their Springbrook application
- Windows domain upgrade from Windows Server 2008 to Windows Server 2012
- SCADA software and hardware configuration upgrade scheduled for November 5-7, 2013
- Website development continues
- WSUD signed a six month support contract with Ben Hoffman Consulting to assist with VUEworks
- WSUD Springbrook upgrade is scheduled for November 25-26, 2013

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported that she, Rassy Elliott and Joy Ramsdell attended the WFOA conference. It was a great opportunity and Finance received a lot of useful information.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the current status of Clayton Longacre's account. The property is currently scheduled for disconnection on October 10, 2013.

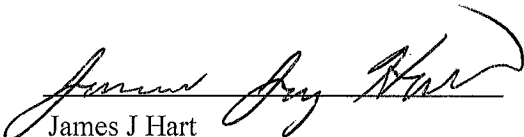
He is continuing discussions and negotiation with the Department of Veteran Affairs regarding the Karcher property.

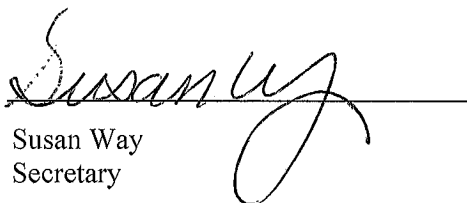
COMMISSIONER REPORTS

- Commissioner Way reported that she attended the WASWD conference
- Commissioner Screws also attended the WASWD conference. She is interested in what Christmas plans the District may have.
- Commissioner Hart attended the WASWD conference. Commissioner Hart recommended that we set policy regarding providing water hydrant services.

ADJOURN


Commissioner Screws moved to adjourn the meeting, Commissioner Way seconded, the motion passed 3-0 and the meeting was adjourned at 6:00 p.m.


James J Hart
Chairperson


Susan Way
Secretary

ABSENT

Jerry Lundberg
Vice-Chair


Jeannie Screws
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 7, 2013 WSUD BOARD MEETING**

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

ACCOUNTS PAYABLE: DISTRICT

District vouchers #22428 through # 22483 issued 10/14/13 in the amount of \$58,824.08

Fund 91925 - Wastewater Operating Fund	19,618.77
Fund 91926 - Water Operating Fund	29,769.27
Fund 91927 - Information Technology Fund	524.00
Fund 91930 - Water Capital Improvement Fund	8,482.33
Fund 91933 - Sewer Capital Improvement Fund	429.71
TOTAL DISTRICT ACCOUNTS PAYABLE	58,824.08

SKWRF

SKWRF vouchers #12101 through #12132 issued 10/14/13 in the amount of \$87,913.95

Fund 91928 - SKWRF Operating Fund	65,492.98
Fund 91931 - SKWRF Capital Improvement Fund	22,420.97
TOTAL SKWRF ACCOUNTS PAYABLE	87,913.95

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	146,738.03
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