

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 21st, 2013 4:30 p.m.

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

Attending: Michael Wilson, General Manager
Randy Screws, Plant Manager
Brent Winters, Operations Manager
Tracy Fantz, Assistant Finance Manager
Kenneth Bagwell, Attorney

The meeting was called to order by Commissioner Lundberg at 4:30 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONSENT AGENDA

1. Approval of Board Meeting Minutes of October 7, 2013
2. Approval of Vouchers WSUD #22484 - #22533 in the amount of \$134,507.00
3. Approval of Vouchers SKWRF #12133 - #12156 in the amount of \$27,492.37
4. Approval of Payroll in the amount of \$161,945.50
5. Excuse Commissioner Hart's Absence – October 21st, 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

Resolution 462-13, Salary Increase for Bill Latham
Tabled until Executive Session

Resolution 463-13, Salary Increase for Jerald Johnson
Tabled until Executive Session

Resolution 464-13, Award of Professional Service Agreement to Rosedale Marine Engineering
Commissioner Screws moved to approve Resolution 464-13, Commissioner Way seconded and all were in favor.

Discussion: Update on the Acquisition of Veteran's Affairs Property (Tract A and Tract B)
General Manager Wilson updated the Board on the status of WSUD acquiring the Karcher Creek property. The proposal to the Department of Veteran's Affairs consists of the following:

- 1) Convey title of both tracts of property to the District at no cost
- 2) Pay the District \$35,000.00 toward cost of tree removal, reservoir demolition and site restoration
- 3) Provide the District with State agency assistance as the District seeks to secure the necessary reservoir demolition permits

Discussion: District Staff Medical Benefit Program

General Manager Wilson updated the Board on the work he is doing to bring all employees under the PEBB program, eliminating the AWC program effective January 2014. He expects to bring a unified plan and recommendation to the Board at the November 12th meeting.

Discussion: Proposed Interlocal Agreement for Management/Operation of SKWRF

General Manager Wilson provided the Board with an overview of the proposed Interlocal Agreement. The General Manager informed the Board that he is still collaborating with City of Port Orchard staff members and they are jointly working toward getting an Interlocal Agreement in place that will continue to have West Sound Utility District responsible for the management and operation of SKWRF. This topic will be brought back to the SAC meeting scheduled for November 20th.

Change Board Meeting Date

The regularly scheduled November 4th Board Meeting has been changed to November 12th. This will allow all four Commissioners to be in attendance.

ATTORNEY'S REPORT

Attorney Kenneth Bagwell had no report.

PLANT OPERATIONS REPORT

Plant Manager Screws reported on the condition of the digester covers. They are seriously compromised by corrosion and following receipt of the final report of their condition he will be in a position to recommend what the most cost effective solution will be.

The NPDES Permit from the Department of Ecology will be officially issued on October 22, 2013 with an effective date of January 1, 2014.

Plant Manager Screws also gave status reports on the following capital projects: Deck Coatings, Dip Tank Coatings, Air Gap System, Solids Scroll Conveyor and the Retaining Wall.

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 was absent.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported that she had the opportunity to participate in the Kitsap County's Kaizen event regarding implementing a new Cash Transmittal system. Everything is going well in the office.

GENERAL MANAGER'S REPORT

- General Manager Wilson advised the Board that there will probably be a few budget adjustments to be made, primarily in capital projects.
- Utility rates need to be reviewed.
- The bond reserve fund balance has more than what is required; he is considering we might pay down some of our PWTF loan debt.
- He has been having conversations with Kitsap County regarding integrating our projects with the County's when it is advantageous for us to do so. If the County has sufficient time they are willing to collaborate with WSUD and fit us into their schedule. It is to our advantage to coordinate with them and have their crews do road restoration.

COMMISSIONER REPORTS

No reports.

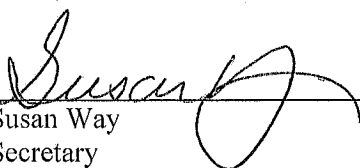
The Board of Commissioners went into Executive Session at 6:05 pm with General Manager Wilson and Brent Winters to discuss employees' performance. The Board returned to regular session at 6:29. Commissioner Screws moved and Commissioner Way seconded the motion to approve Resolution 462-13 and it was approved 3-0. Commissioner Screws moved and Commissioner Way seconded the motion to approve Resolution 463-13, it was approved 3-0.

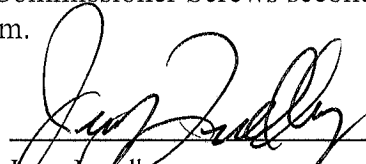
ADJOURN


Commissioner Way moved to adjourn the meeting, Commissioner Screws seconded, the motion passed 3-0 and the meeting was adjourned at 6:31 p.m.

ABSENT

James J Hart
Chairperson


Susan Way
Secretary


Jerry Lundberg
Vice-Chair


Jeannie Screws
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 21, 2013 WSUD BOARD MEETING**

OCTOBER 2013 PAYROLL	91925	SEWER OPERATIONS	50,708.46
	91926	WATER OPERATIONS	54,563.81
	91927	INFORMATION TECHNOLOGY	6,477.20
	91928	SKWRF	50,196.03
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	GRAND TOTAL PAYROLL ALL FUNDS:		161,945.50
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ACCOUNTS PAYABLE: DISTRICT

District vouchers #22484 through #22485 issued 10/21/13 in the amount of \$11,709.05 and vouchers #22486 through #22533 issued 10/28/13 in the amount of \$122,797.95:

Fund 91925 - Wastewater Operating Fund	9,582.08
Fund 91926 - Water Operating Fund	19,503.46
Fund 91927 - Information Technology Fund	806.99
Fund 91930 - Water Capital Improvement Fund	96,418.62
Fund 91933 - Sewer Capital Improvement Fund	8,195.85
TOTAL DISTRICT ACCOUNTS PAYABLE	134,507.00

SKWRF

SKWRF vouchers #12133 through #12134 issued 10/21/13 in the amount of \$5,951.44 and vouchers #12135 through #12156 issued 10/28/13 in the amount of \$21,540.93:

Fund 91928 - SKWRF Operating Fund	25,591.87
Fund 91931 - SKWRF Capital Improvement Fund	1,900.50
TOTAL SKWRF ACCOUNTS PAYABLE	27,492.37

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	161,999.37
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