

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held in Office Building  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday, November 12<sup>th</sup>, 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, Plant Manager  
Brent Winters, Operations Manager  
Michael Whitehead, IT Manager  
Deena Carpenter, Customer Service  
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 October 21<sup>st</sup>, 2013
2. Approval of Vouchers WSUD #22534 - #22572 in the amount of \$160,867.79
3. Approval of Vouchers SKWRF #12157 - #12185 in the amount of \$108,559.85
4. Approval of November 2013 Payroll in the amount of \$160,379.04
5. Setting Public Hearing for December 2<sup>nd</sup> 4:30 p.m. Wild Creek Annexation

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 #460-13, WSUD 2014 Salary Schedule/benefits: (Second reading)  
Tabled until after Executive Session.

Resolution #465-13, Sick Leave Policy (First Reading)  
General Manager Wilson presented Resolution #465-13. Discussion and Resolution #465-13 tabled for further consideration.

Resolution #467-13, Hiring Karen (Forsmark) Vargo as Customer Service Representative  
Tabled for Executive Session.

### Discussion: Letter to Mayor Matthes, Port Orchard City Council

Letter to Mayor Matthes and Port Orchard City Council letter was written regarding the governance of SKWRF and collaborative position of the District and the Board of Commissioners. The Board of Commissioners agreed the letter stated exactly what was needed and the letter was signed.

### ATTORNEY'S REPORT

Attorney Kenneth Bagwell reminded the Commissioners the Public Disclosure Act includes personal computers if official business is done on them. It is best to not conduct official business and emails on personal computers.

### PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Bryan Gallagher received the "Golden Plunger" award
- The 5<sup>th</sup> grade classes from will be visiting the Treatment Plant and WSUD November 14<sup>th</sup>
- L&I representative will do a walk thru the plant to identify potential issues so we stay in compliance
- L&I Industrial Hygienist will visit to check on air quality and sound levels.

He also gave updates on various SKWRF capital projects.

### 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: Sarann, Washington and Illinois paving, Villa Carmel Lift Station Improvements, Aidan and Sinclair Lift Station Improvements
- Installation of emergency fuel tank is waiting for permitting

### IT MANAGER'S REPORT

IT Manager Michael Whitehead reported on:

- Website development continues
- SCADA software and hardware configuration upgrade has been moved out to 2014
- WSUD Springbrook upgrade is scheduled for November 25-26, 2013
- Working on getting our radio license transferred from Annapolis to West Sound Utility
- Order upgraded cameras for our security system

Also reported on projects with the Port of Bremerton

### GENERAL MANAGER'S REPORT

General Manager Wilson reported:

- Ongoing discussions and negotiation with the Department of Veteran Affairs regarding the Karcher property
- Met with Mayor Matthes, Derek Kilmer regarding Port development
- Coordinating with the County on collaborative efforts on road work, storm drain projects and failing septic system mapping

COMMISSIONER REPORTS

- Commissioner Screws also attended the Section meeting
- Commissioner Hart has a conversation with a Port of Bremerton Commission and the Commissioner complemented the Michael Whitehead's work.

The Board of Commissioners went into Executive Session at 6:25pm with General Manager Wilson to discuss employees' performance and compensation.

The Board returned to regular session at 7:05 p.m.

Resolution #460-13, WSUD 2014 Salary Schedule/Benefits: (Second reading)

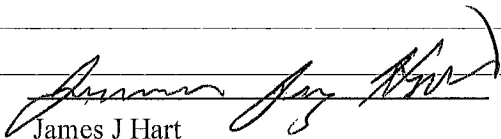
Commissioner Screws moved and Commissioner Way seconded motion to approve Resolution 460-13, but striking Section 5 of the Resolution, motion approved 4-0.

Resolution #467-13, Hiring Karen (Forsmark) Vargo as Customer Service Representative

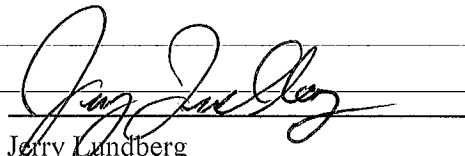
Commissioner Screws moved and Commissioner Lundberg seconded the motion to approve Resolution 467-13, motion approved 4-0.

ADJOURN

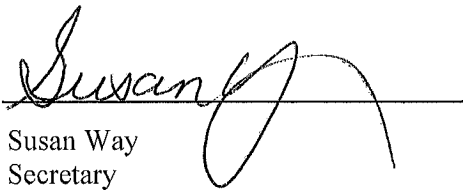
Commissioner Way moved to adjourn the meeting, Commissioner Screws seconded, the motion passed 4-0 and the meeting was adjourned at 7:15 p.m.



James J Hart  
Chairperson



Jerry Lundberg  
Vice-Chair



Susan Way  
Secretary



Jeannie Screws  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
NOVEMBER 12, 2013 WSUD BOARD MEETING**

NOVEMBER 2013 PAYROL	91925	SEWER OPERATIONS	49,990.07
	91926	WATER OPERATIONS	54,507.93
	91927	INFORMATION TECHNOLOGY	6,477.20
	91928	SKWRF	49,403.84
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>160,379.04</b>

---

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #22534 through #22572 issued 11/12/13 in the amount of \$160,867.79:

Fund 91925 - Wastewater Operating Fund	60,552.99
Fund 91926 - Water Operating Fund	89,949.26
Fund 91927 - Information Technology Fund	1,287.63
Fund 91930 - Water Capital Improvement Fund	8,302.36
Fund 91933 - Sewer Capital Improvement Fund	775.55
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>160,867.79</b>

**SKWRF**

~~SKWRF vouchers #12157 through #12185 (#12177 was voided) issued 11/12/13 in the amount of \$108,559.85:~~

Fund 91928 - SKWRF Operating Fund	58,232.03
Fund 91931 - SKWRF Capital Improvement Fund	50,327.82
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>108,559.85</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>269,427.64</b>
---	-------------------