

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, November 18th, 2013 4:30 p.m.

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

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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 November 12, 2013
2. Approval of Vouchers WSUD #22573 - #22621 in the amount of \$213,974.62
3. Approval of Vouchers SKWRF #12186 - #12210 in the amount of \$31,866.79

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

BOARD DISCUSSION/ACTION

Second Reading: Resolution 465-13, Sick Leave Policy

There will be a minor modification to this resolution. Resolution Tabled until December 2, 2013 meeting.

Second Reading: Resolution 466-13, Amending the 2013-2014 Biennial Budget

Brent Winters and General Manager Wilson provided the Board of Commissioners with an overview of the changes to the 2013-2014 Water and Sewer Capital Improvement budgets. Resolution tabled until December 2, 2013 meeting.

Resolution 468-13, Participating in the State's Insurance Program (PEBB)

Commissioner Screws moved to approve Resolution 468-13, Commissioner Way seconded and all were in favor.

Discussion: Debt Retirement – Water and Sewer Public Trust Fund Loans

General Manager Wilson explained to the Board that he has analyzed our fund balance and reserve requirements. General Manager Wilson's recommendation to the Board is to transfer fund balance to water and sewer capital funds in 2014 rather than paying off any PWTF Loans. Having funding available for capital projects in 2014 and beyond will better serve the District's interests. Following a discussion the Commissioners concurred.

Discussion: Utility Maintenance Program (Utility Service Group)

General Manager Wilson and Brent Winters gave the Board an overview of the proposed Utility Maintenance Program. This is a program of ongoing care providing full coverage for all aspects of water tank maintenance.

Discussion: Proposed Interlocal Agreement for Management/Operation of SKWRF

The General Manager updated the Board on the status of the Interlocal Agreement. He is expecting that following the November 20, 2013 SAC meeting that we will be in a position to move forward with finalizing the agreement.

ATTORNEY'S REPORT

Attorney Kenneth Bagwell had no report.

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- On November 14<sup>th</sup> WSUD/SKWRF hosted the annual Public Education and Outreach program for local 5<sup>th</sup> graders; as usual it was a great success.
- L&I's Division of Occupational Safety and Health is scheduled to tour the Plant on November 26<sup>th</sup>.
- On November 22nd an L&I Industrial Hygienist will be on site to provide an assessment.
- The digester covers are so badly damaged that repair of the corroded areas cannot be considered a viable or cost effective measure.
- Work continues on the CIP Retaining Wall and Centrate Supports.

OPERATION MANAGER'S REPORT

Water/Sewer Operations Manager Winters reported:

- Silverview Estates – the contractor is working on power and curbs/gutters.
- West Coast Fitness – the developer is requesting water installation be done in two phases.
- 2013 Combined Capital Projects – overlay and patching of Washington and Illinois are pending weather conditions. A temporary patch may be done with the final work being held until spring.
- Various Lift Stations – improvements for Villa Carmel, Aidan & Sinclair are in the planning stages.
- Emergency Fuel Tank Installation – we are waiting for Kitsap County to permit.

IT MANAGER'S REPORT

IT Manager Michael Whitehead reported:

- Springbrook upgrade is scheduled for November 25<sup>th</sup> – November 26<sup>th</sup>.

- Training is scheduled for our SCADA system maintenance in December.
- The Port of Bremerton will be installing new cabling and cameras this week.

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Tracy Fantz reported:

- Customer Service and Finance are making preparations and doing internal housekeeping to help ensure the Springbrook upgrade will go smoothly.
- Work is being done to facilitate the transition to 100% employee insurance coverage through PEBB. A PEBB representative should be on site in early December to help all of the former AWC covered staff make their enrollment selections.
- WSUD is participating in South Kitsap's Help Line Food Drive and Giving Tree program.

GENERAL MANAGER'S REPORT

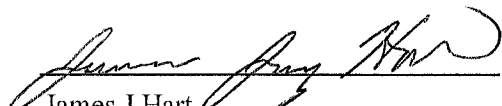
- General Manager Wilson updated the Board concerning Clayton Longacre property water disconnection.
- The District will be holding the annual Christmas potluck on December 18<sup>th</sup>.

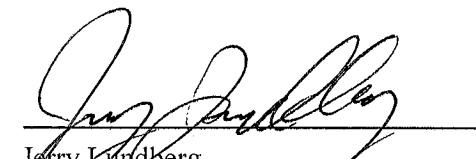
COMMISSIONER REPORTS


No reports.


ADJOURN

Commissioner Screws moved to adjourn the meeting, Commissioner Lundberg seconded, the motion passed 4-0 and the meeting was adjourned at 6:35 p.m.

  
James J Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chair

  
Susan Way  
Secretary

  
Jeannie Screws  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
NOVEMBER 18, 2013 WSUD BOARD MEETING**

91925	SEWER OPERATIONS	0.00
91926	WATER OPERATIONS	0.00
91927	INFORMATION TECHNOLOGY	0.00
91928	SKWRF	0.00
<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>0.00</b>

**ACCOUNTS PAYABLE: DISTRICT**

District vouchers #22573 through #22621 issued 11/25/13 in the amount of \$213,974.62:

Fund 91925 - Wastewater Operating Fund	29,762.11
Fund 91926 - Water Operating Fund	31,434.85
Fund 91927 - Information Technology Fund	570.31
Fund 91930 - Water Capital Improvement Fund	129,397.27
Fund 91933 - Sewer Capital Improvement Fund	22,810.08
<b>TOTAL DISTRICT ACCOUNTS PAYABLE</b>	<b>213,974.62</b>

**SKWRF**

SKWRF vouchers #12186 through #12210 issued 11/25/13 in the amount of \$31,866.79:

Fund 91928 - SKWRF Operating Fund	31,866.79
Fund 91931 - SKWRF Capital Improvement Fund	0.00
<b>TOTAL SKWRF ACCOUNTS PAYABLE</b>	<b>31,866.79</b>

<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS</b>	<b>245,841.41</b>
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