

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, January 3<sup>rd</sup>, 2012

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Chairperson: Jeannie Screws  
Vice Chairperson: Susan Way  
Commissioner: James J. Hart  
Commissioner: Jerry Lundberg

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Attending: Michael Wilson, General Manager  
John Poppe, SKWRF Plant Manager  
Brent Winters, Operations Manager  
Denita Patton, Finance Manager  
Sue Fowler, Customer Service Manager

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Approval of Board Minutes of December 19<sup>th</sup>, 2011

Commissioner Way moved to approve the minutes. The motion, seconded by Commissioner Hart, passed unanimously.

Jerry Lundberg, Commissioners Position 2 – Oath of Office

Commissioner Lundberg took the Oath of Office presented to him by Commissioner Screws.

Election of Board Officers

Commissioner Way made a motion to nominate Commissioner Hart as Secretary, all were in favor. Commissioner Way made a motion to keep Jeannie Screws as the Chair all were in favor. Commissioner Hart made a motion to keep Susan Way as the Vice Chair all were in favor.

Resolution 337-11, Capital Asset Policy

Commissioner Way moved to rescind Resolution 337-11, this will be a work study discussion.

Resolution 340-12, Sewerage System Operations Agreement w/Ft. Flagler and Larrabee State Parks

Commissioner Hart moved to approve Resolution 340-12, Commissioner Way seconded. Commissioners approved Resolution 340-12, passed unanimously.

### ATTORNEY'S REPORT

Attorney Gross was on vacation.

### PLANT MANAGERS REPORT

Plant Manager Poppe reported on the following:

- Plant Manager Poppe had nothing to report at this time, except everyone is working on end of the year projects. The plant is operating well.

### OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Well #1 has been cleaned and inspected. The Powell reservoir is currently being pressure washed inside and out. It is expected to be back in service by Friday, January 6<sup>th</sup>, 2012.
- Darren Podraza has assembled Sewer and Water System map books for use by the crew. The books will give the crew a quick way to reference our utility locations and allow them to note additions or corrections to the mapping system.
- Well 21 bids are due Friday January 6<sup>th</sup>, 2012 by 4:00 p.m.

Water Production:

581.4 Million Gallons for 2010

491.8 Million Gallons for 2011

Rain Fall

68.3 Inches for 2010

49.9 Inches for 2011

### FINANCE MANAGER'S REPORT

Finance Manager Patton reported on the following:

- Reported she had just returned after being gone for a week. The Finance department had been working hard on changing the Fund Numbers in the Springbrook system. Also working on entering and updating the budget numbers.

### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported on the following:

- Completed the task of changing all the fund numbers for Service Rates and all fee codes.
- Updating the numbers regarding Binding/Nonbinding/Commitments for water & sewer.

### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- Reported he will be attending a meeting at the Kitsap County Court House with Eric Baker regarding the Urban Growth Areas.
- General Manager Wilson also reported to the Board he has asked each department to give a year-end report of achievements from 2011.

### APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

Commissioner Hart moved to approve the Payroll and Vouchers. The motion seconded by Commissioner Way, passed unanimously. The Commissioner also signed the Authorization form for Kitsap County for 2012.

COMMISSIONER'S REPORT

Commissioner Screws asked that there be a Study Session scheduled. It was decided on Wednesday, January 11<sup>th</sup>, 2012 at 5:00 p.m.

Executive Session

Executive Session was called at 5:30 p.m. for 30 minutes to discuss staff Performance Evaluations.

Board exited from executive session at 6:35 p.m. Commissioner Screws moved to approve Resolution 341-12 "authorizing salary adjustment for General Manager". Commissioner Lundberg seconded the motion. Motion approved 4-0.

ADJOURN

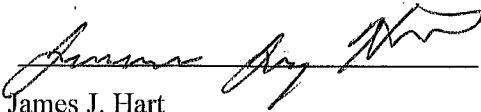
Commissioner Lundberg moved to adjourn the Board meeting, Commissioner Screws seconded the motion. Meeting adjourned at 6:40 p.m.



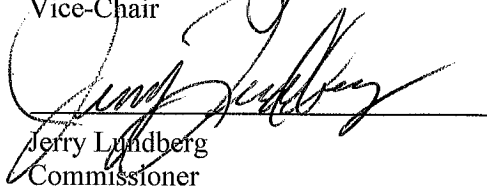
Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary



Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JANUARY 03, 2012 WSUD BOARD MEETING**

<b>JANUARY 2012 PAYROLL:</b>	<b>91925/91926/91927</b>	<b>WSUD</b>	<b>0.00</b>
	<b>91928</b>	<b>SKWRF</b>	<b>0.00</b>

<b>ACCOUNTS PAYABLE:</b>	<u><b>VOUCHER NUMBERS</b></u>	
<b>91926</b> <b>WSUD</b> <b>GENERAL FUND</b> <i>(FINAL 2011 VOUCHERS)</i>	20132 - 20154	48,501.13
	<b>TOTAL 91926:</b>	<b>48,501.13</b>
<b>91928</b> <b>SKWRF</b> <b>GENERAL FUND</b> <i>(FINAL 2011 VOUCHERS)</i>	10879 - 10913	35,916.26
	<b>TOTAL 91928:</b>	<b>35,916.26</b>
<b>91933</b> <b>WSUD</b> <b>CONSTRUCTION</b> <i>(FINAL 2011 VOUCHERS)</i>	20131	88,559.90
	<b>TOTAL 91933:</b>	<b>88,559.90</b>
<b>91932</b> <b>SKWRF</b> <b>ER FUND</b> <i>(FINAL 2011 VOUCHERS)</i>	10877 - 10878	6,477.09
	<b>TOTAL 91932:</b>	<b>6,477.09</b>