

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 17<sup>th</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  
Rick Gross, Attorney

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

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

Resolution 337-12, Capital Asset Policy

Commissioner Hart moved to approve Resolution 337-12, Commissioner Way seconded, passed unanimously.

Resolution 339-12, Board Operating Rules

Commissioner Hart made a motion to approve Resolution 339-12, Commissioner Way seconded, passed unanimously.

Resolution 343-12 Salary Increase John Tapia

Commissioner Hart moved to adopt Resolution 343-12, granting John Tapia's wage increase, Commissioner Way seconded. It was thereafter unanimously determined by the Board to table the motion until the conclusion of the Board's executive session.

Resolution 344-12 Developers Extension for Wild Creek Main Extension

Commissioner Hart moved to approve Resolution 344-12, Commissioner Way seconded. Commissioners approved Resolution 344-12, passed unanimously.

### Resolution 345-12 Amending 2012 Budget for Well 21 Project

Commissioner Hart moved to approve Resolution 345-12, Commissioner Way seconded. General Manager Wilson explained this project involves the rehabilitation of Well 21 to improve its production capacity. Motion passed unanimously.

### Resolution 347-12 Hiring Jessy Mottinger SKWRF

Commissioner Way moved to approve Resolution 347-12 subject to his passing the District's physical fitness exam, ability exam, drug testing and the ability to distinguish colors (necessity to this position). General Manager Wilson asked that the mental exam be waived as it is not necessary to this position. Commissioner Hart seconded the motion, passed unanimously.

### ATTORNEY'S REPORT

Attorney Gross had nothing to report at this time.

### PLANT MANAGERS REPORT

Plant Manager Poppe reported on the following:

- Plant Manager Poppe reported the plant is running well.
- PSE representatives are due to tour the plant in the near future.

### OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- HDR Engineers recently toured the facility.
- Main flushing is due to being this week, had to postpone due to weather conditions.
- Bill Latham is operating the Cross Connection program during Karen Forsmark absence.

### FINANCE MANAGER'S REPORT

Finance Manager Patton reported on the following:

- Finance Manager Patton provided a listing of the expenses incurred by the District concerning Commissioner Huntington's retirement function. She asked that these expenditures be approved. Commissioner Hart made a motion and Commissioner Way seconded. The expenses of \$244.00 were approved unanimously by all Commissioners.

### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler was absent due to transportation issues.

### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- Reported the Districts departments are working on their respective achievement reports for 2011.
- SAC meeting is cancelled due to inclement weather.
- Work with HDR has begun regarding the Water Comprehensive Plan. Larry Curle's work on this plan was excellent; as a result the work's scope is well defined for HDR.
- Working on a Cell Phone policy.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

Commissioner Hart moved to approve the Payroll in the amount of \$167,374.29. Motion was seconded by Commissioner Way, passed unanimously.

Commissioner Hart moved to approve the District vouchers in the amount of \$112,272.74, was seconded by Commissioner Way, passed unanimously.

COMMISSIONER'S REPORT

None.

Executive Session

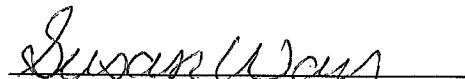
At 5:15 p.m. Chair Commissioner Screws announced the Board would be going into executive session until 5:45 p.m. to discuss employee performance and concerns; John Tapia, John Poppe and Michael Wilson. The Board extended the Executive Session for an additional 35 minutes. Board exited from executive session at 6:20 p.m. Commissioner Way moved to approve Resolution 343-12, Commissioner Hart seconded authorizing wage increase for John Tapia. Motion approved 4-0.

ADJOURN

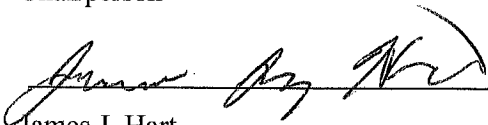
Commissioner Way moved to adjourn, Commissioner Hart seconded the motion. Meeting adjourned at 6:35 p.m.



Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary



Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JANUARY 17, 2012 WSUD BOARD MEETING**

<b>JANUARY 2012 PAYROLL:</b>	<b>91925</b>	<b>SEWER OPERATIONS</b>	<b>51,401.18</b>
	<b>91926</b>	<b>WATER OPERATIONS</b>	<b>55,229.45</b>
	<b>91927</b>	<b>INFORMATION TECHNOLOGY</b>	<b>6,097.91</b>
	<b>91928</b>	<b>SKWRF</b>	<b>54,645.75</b>
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	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>167,374.29</b>
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<b>ACCOUNTS PAYABLE:</b>		<b>VOUCHER NUMBERS</b>	
	<b>91925</b>	20172 - 20187	10,581.29
	<b>WASTEWATER OPERATING FUND</b>	20193 - 20208	6,149.75
			<hr/>
		<b>TOTAL 91925:</b>	<b>16,731.04</b>
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	<b>91926</b>	20155 - 20171	17,090.09
	<b>WATER OPERATING FUND</b>	20209 - 20225	4,814.23
			<hr/>
		<b>TOTAL 91926:</b>	<b>21,904.32</b>
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	<b>91927</b>	20188 - 20190	6,854.85
	<b>INFORMATION TECHNOLOGY FUND</b>	20191 - 20192	19,108.23
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		<b>TOTAL 91927:</b>	<b>25,963.08</b>
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	<b>91928</b>	10914 - 10933	17,366.70
	<b>SKWRF OPERATING FUND</b>	10937-10944 & 10946-10949	27,722.83
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		<b>TOTAL 91928</b>	<b>45,089.53</b>
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	<b>91931</b>	10934 - 10936	2,584.77
	<b>SKWRF CAPITAL FUND</b>		
		<b>TOTAL 91931</b>	<b>2,584.77</b>
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	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<b>112,272.74</b>
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