

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 February 6<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  
Sue Fowler, Customer Service 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 17<sup>th</sup>, 2012

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

Approval of Study Session Minutes of January 11<sup>th</sup>, 2012

Commissioner Screws tabled until the February 21<sup>st</sup>, 2012 meeting.

Approval of Study Session Minutes of January 25<sup>th</sup>, 2012

Commissioner Way made a motion to approve the minutes, Commissioner Hart seconded, passed unanimously.

Introduction of New Employee: Jessy Mottinger

Kevahn Steinke, Maintenance Supervisor introduced Jessy Mottinger the newly hired Maintenance Tech for the SKWRF (South Kitsap Water Reclamation Facility). Jessy was selected out of the 49 applicants that applied.

Resolution 348-12 New Hire at SKWRF (modify hire date)

Commissioner Hart moved to approve Resolution 348-12, Commissioner Way seconded. Commissioners approved Resolution 348-12, passed unanimously.

Resolution 350-12, Firmont Beach Public Works Trust Fund Loan

Commissioner Hart moved to approve Resolution 350-12, Commissioner Way seconded, passed unanimously.

Resolution 351-12, Developer Extension Contract, Turtle Cove

Commissioner Way moved to approve Resolution 351-12, Commissioner Hart seconded, passed unanimously by all Commissioners.

Discussion: 2012 Financial Objectives

General Manager Wilson presented an overview of the Finance Objectives for 2012 with regards to Policies and Procedures.

Set Regular Board Meeting/Study Session: February 21<sup>st</sup>, Tuesday at 4:30 p.m.

Commissioner Way made a motion to change the meeting from February 20<sup>th</sup>, 2012 to February 21<sup>st</sup>, 2012 due to the Presidents Holiday, Commissioner Hart seconded, passed unanimously.

Commissioner Way made a motion that the Study Session be held on Monday, February 13<sup>th</sup>, 2012 at 4:30 p.m., Commissioner Hart seconded all were in favor.

DISTRICT ATTORNEYS REPORT

Attorney Gross reported that at the beginning of each year he generally tries to review new legislation pertaining to the public entities he represents. He stated there have been some interesting developments in our state's public disclosure laws. Previously, there was a strong bias from our legislature and courts for public agencies to fully comply with public disclosure requests, even those intended primarily to harass the agency. Now, our courts and legislature are beginning to acknowledge that there are limits to disclosure in certain cases; now, requests may not be "continuing in nature"; penalties levied against public agencies for non-compliance are now more discretionary than in the past in those cases where the agency acted in good faith; and in certain cases (involving prisoners) public agencies may obtain anti-harassment protection from unduly burdensome requests.

PLANT MANAGERS REPORT

Plant Manager Poppe reported on the following:

- Plant Manager Poppe reported the plant is running well.
- PSE Grant has been approved, should be receiving approximately \$100,000.00 in grant money.

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- The District has received signed copies of the contract with Hokkaido Drilling regarding Well 21 Rehab. The Pre-Con meeting is set for February 14<sup>th</sup>, 2012 at 10:00 a.m.
- January 26<sup>th</sup> at 7:00 a.m. there was a 6" cast iron crack in the water main on Lincoln Avenue. The crew installed a pipe repair band and restored service at 2:30 p.m.
- Water main flushing is in progress, the crew is presently on Beach Drive.

- There have been adaptors installed on the blue trailer mounted generator. This will allow use at either sewer or water pumps.

#### FINANCE MANAGER'S REPORT

Finance Manager Patton reported on the following:

- Finance Manager Patton reported that the District had received the EPA Grant for reclaimed water in the amount of \$160,000.00.
- Finance Manager Patton also asked the question regarding the Study Sessions that were taking place, as to whether managers would be attending those Study Sessions at some point. Commissioner Screws stated that if the Study Session had subjects or policies that directly affected management staff they would be asked to attend.

#### CUSTOMER SERVICE MANAGER'S REPORT

- Customer Service Manager Fowler stated that the department is running smoothly.
- They have been reviewing different vendors regarding demos for online viewing their bills.
- The newsletter is coming together should be mailed out with the February bills.
- CSM also mentioned that Kori from the City of Port Orchard had been at the District last Friday to get some tips on Budget Billing.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- GM had met with the engineering firm Parametrix, they are assisting the County with the contract regarding Urban Growth Boundaries.
- GM Wilson also reported that he had sent an email to the Public Works Department at the County. This email is in regards to writing up a contract with them regarding raising the Districts manholes and valves as they are doing overlay work on County roads.

#### APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

Commissioner Hart moved to approve the District vouchers in the amount of \$112,680.74, was seconded by Commissioner Way, and passed unanimously.

#### COMMISSIONER'S REPORT

Commissioner Way stated she had attended the Washington Association of Sewer-Water Districts meeting the 23<sup>rd</sup> of January; she also attended the Section II meeting on the 26<sup>th</sup> of January.

Commissioner Hart stated he had attended the WASWD meeting the 23<sup>rd</sup> of January; he also attended the Section II meeting on the 26<sup>th</sup> of January.

Commissioner Screws stated she had also attended the WASWD meeting on the 23<sup>rd</sup> of January; she also attended the Section II meeting on the 26<sup>th</sup> of January.

Commissioner Lundberg had nothing to report.

#### Executive Session

The Board went into Executive Session at 5:46 p.m. to discuss performance evaluations for approximately 15 minutes with a plan to take action on Resolution 349-12 after the Board returns from Executive Session. At 6:05 p.m. the Board extended the Executive Session for an additional 20 minutes. The Board returned from executive session at 6:25 p.m.

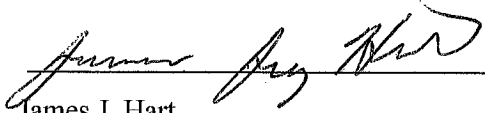
Commissioner Hart made a motion to approve Resolution 349-12, Commissioner Way seconded. Motion passed 4-0 vote.

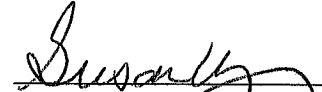
ADJOURN

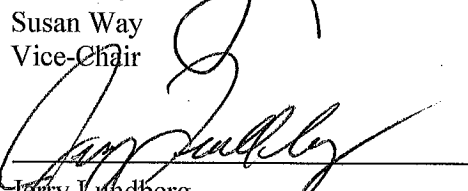
Commissioner Hart moved to adjourn, Commissioner Way seconded the motion. Meeting adjourned at 6:40 p.m.

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Jeannie Screws  
Chairperson

  
James J. Hart  
Secretary

  
Susan Way  
Vice-Chair

  
Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
FEBRUARY 06, 2012 WSUD BOARD MEETING**

<b>FEBRUARY 2012 PAYROLL:</b>	<b>91925</b>	<b>SEWER OPERATIONS</b>	<b>N/A</b>
	<b>91926</b>	<b>WATER OPERATIONS</b>	<b>N/A</b>
	<b>91927</b>	<b>INFORMATION TECHNOLOGY</b>	<b>N/A</b>
	<b>91928</b>	<b>SKWRF</b>	<b>N/A</b>
			<hr/>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>0.00</b>
			<hr/> <hr/>

<b>ACCOUNTS PAYABLE:</b>		<b>VOUCHER NUMBERS</b>	
	<b>91925</b>	20249 - 20263	8,364.51
	<b>WASTEWATER</b>	20278 - 20289	2,950.92
	<b>OPERATING</b>	20303 - 20310	2,689.23
	<b>FUND</b>		<hr/>
		<b>TOTAL 91925:</b>	<b>14,004.66</b>
			<hr/> <hr/>
	<b>91926</b>	20228 - 20248	43,198.77
	<b>WATER</b>	20264 - 20277	6,399.96
	<b>OPERATING</b>	20293 - 20302	1,094.17
	<b>FUND</b>		<hr/>
		<b>TOTAL 91926:</b>	<b>50,692.90</b>
			<hr/> <hr/>
	<b>91927</b>	20226 - 20227	1,608.48
	<b>INFORMATION</b>	20290	93.93
	<b>TECHNOLOGY</b>	20291 - 20292	832.19
	<b>FUND</b>		<hr/>
		<b>TOTAL 91927:</b>	<b>2,534.60</b>
			<hr/> <hr/>
	<b>91928</b>	10950 - 10966	11,263.40
	<b>SKWRF</b>	10969 - 10983	9,303.28
	<b>OPERATING</b>	10984 - 11000	23,442.46
	<b>FUND</b>		<hr/>
		<b>TOTAL 91928</b>	<b>44,009.14</b>
			<hr/> <hr/>
	<b>91931</b>	10967 - 10968	320.87
	<b>SKWRF</b>	11001 - 11002	1,118.57
	<b>CAPITAL</b>		<hr/>
	<b>FUND</b>	<b>TOTAL 91931</b>	<b>1,439.44</b>
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	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<b>112,680.74</b>
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