

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 February 21st, 2012

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

Attending: Michael Wilson, General Manager
John Poppe, SKWRF Plant Manager
Brent Winters, Operations Manager.
Denita Patton, Finance Manager
Deena Carpenter, Customer Service Assistant
Rick Gross, Attorney

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Excuse Commissioner Screws' Absence

Commissioner Screws was not in attendance due to illness. Commissioner Hart moved to excuse Commissioner Screws' absence from the meeting. The motion, seconded by Commissioner Lundberg, passed unanimously.

Approval of Board Minutes of February 6th, 2012

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

Approval of Study Session Minutes of February 13th, 2012

Commissioner moved to approve the study session minutes of February 13th. The motion, seconded by Commissioner Lundberg, passed unanimously.

Approval of Study Session Minutes of January 11th, 2012

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

Recognition of Greg Gerou Retirement

John Poppe, SKWRF Plant Manager updated the Board on the retirement of Greg Gerou. The Plant will present him with a watch and at the request of Greg; they will have a barbecue only for those at the plant on Friday February 24th. There will be a cake reception on Tuesday, February 28th from Noon – 2:00 where all are invited to attend.

Resolution 354-12 Cell Phone Policy

Commissioner Hart moved to approve Resolution 354-12, Commissioner Lundberg seconded. Resolution 354-12, passed unanimously.

Resolution 342-12, Contracting Authority

Commissioner Hart moved to approve Resolution 342-12, Commissioner Lundberg seconded, passed unanimously.

Resolution 352-12, Purchasing Policy

Commissioner Hart requested that Resolution 352-12 be tabled until Commissioner Screws was able to comment.

Resolution 353-12, Small Works Roster

Commissioner Hart moved to approve Resolution 353-12, Commissioner Lundberg seconded, passed unanimously.

Resolution 355-12, Contract with MRSC

Commissioner Hart moved to approve Resolution 355-12, Commissioner Lundberg seconded, passed unanimously. Commissioner Hart moved that the GM has the Boards' approval to sign the contract with MRSC. Commissioner Lundberg seconded, the motion passed unanimously.

Resolution 356-12, Developer Extension Contract, 4215 Mile Hill Dr.

Commissioner Hart moved to approve Resolution 356-12, Commissioner Lundberg seconded, passed unanimously.

Resolution 357-12, Vacation Cash-in

Commissioner Hart requested that Resolution 357-12 be tabled until Commissioner Screws returns.

Discussion: Kitsap County Modification of the Urban Growth Act

General Manager Wilson presented an overview of the options Kitsap County is considering for the new boundaries for the UGA and the possible ramifications it will have on the District.

ATTORNEY'S REPORT

Attorney Gross reported that he is working on the purchase policy and the binding sewer water availability letter in regards to the UGA.

PLANT MANAGER'S REPORT

Plant Manager Poppe reported on the following:

- Plant Manager Poppe reported the plant is running well.

- PSE has collect Plant data and the Plant is expecting \$100,000 grant. The money will be used for Plant improvement and purchase of new sludge dewatering unit. He is expecting a formal PSE response stating details by the first week in March 2012.
- University of Washington wants to use SKWRF again for energy projects for their senior and grad students.
- South Kitsap Fire and Rescue took a 2 day tour of the plant with as many as 10 persons per tour.
- Geothermal Heat Recovery showed that more than 16 billion BTU's were extracted from SKWRF during 2011.

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Well 21 rehab project pre-con meeting was held February 14th. The contractor is completing a well for the City of Bremerton They do not have a successful well and will have a decision by Thursday to either go deeper, or move to our project.
- The pre-con for Turtle Cove 2 water main extension was held February 13th. Construction is scheduled to begin March 14th, 2012.
- The crew is continuing to flush our water main and have completed about 50%.
- We have pursued a claim against the warranty bond for Nathan's Glen Development. The sewer pipe has some alignment issues that will require corrections.

FINANCE MANAGER'S REPORT

Finance Manager Patton reported on the following:

- Finance Manager Patton needed a head count from the Board as to who would be attending the March 15th, 2012 Water Sewer Risk Management meeting. Both Commissioners Hart and Way plan on attending the meeting. Commissioner Lundberg is not able to attend and Finance Manager Patton will contact Commissioner Screws for her decision prior to making the reservations.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler was on vacation.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- GM is working on the Fixed Assets
- GM will be out of the office Thursday afternoon, all day Friday and will be back in the office Monday afternoon due to a medical procedure being done on his back.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE & PAYROLL VOUCHERS

Commissioner Hart moved to approve the District vouchers; was seconded by Commissioner Lundberg, and passed unanimously.

COMMISSIONER'S REPORT

Commissioner Way, Commissioner Hart and Commissioner Lundberg attended the Section II meeting on February 16th.

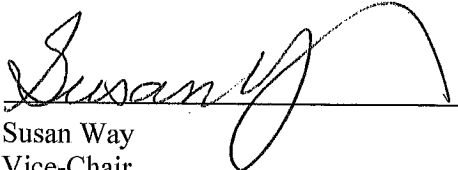
Executive Session

There will be no Executive Session held this evening.

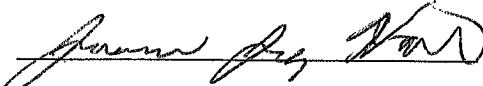
ADJOURN

Commissioner Hart moved to adjourn, Commissioner Lundberg seconded the motion. Meeting adjourned at 5:55 p.m.

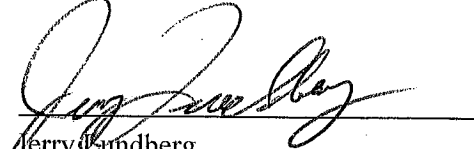
Jeannie Screws (Absent)
Chairperson



Susan Way
Vice-Chair



James J. Hart
Secretary



Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
FEBRUARY 21, 2012 WSUD BOARD MEETING**

FEBRUARY 2012 PAYROLL:	91925	SEWER OPERATIONS	51,230.29
	91926	WATER OPERATIONS	54,910.71
	91927	INFORMATION TECHNOLOGY	6,372.23
	91928	SKWRF	58,218.11
			<hr/>
	GRAND TOTAL PAYROLL ALL FUNDS:		170,731.34
			<hr/> <hr/>

ACCOUNTS PAYABLE:		<u>VOUCHER NUMBERS</u>	
	91925	20322 - 20331	3,244.91
	WASTEWATER OPERATING FUND	20360 - 20381	8,297.52
			<hr/>
		TOTAL 91925:	11,542.43
			<hr/> <hr/>
	91926	20311 - 20321	3,895.16
	WATER OPERATING FUND	20337 - 20359	25,659.53
			<hr/>
		TOTAL 91926:	29,554.69
			<hr/> <hr/>
	91927	20332 - 20336	2,153.80
	INFORMATION TECHNOLOGY FUND		
			<hr/>
		TOTAL 91927:	2,153.80
			<hr/> <hr/>
	91928	11003 - 11009	1,641.97
	SKWRF OPERATING FUND	11010 - 11030	48,742.17
			<hr/>
		TOTAL 91928	50,384.14
			<hr/> <hr/>
	91931	11031	11,127.16
	SKWRF CAPITAL FUND		
		TOTAL 91931	11,127.16
			<hr/> <hr/>
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		104,762.22
			<hr/> <hr/>