

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, March 19th, 2012

Chairperson: Jeannie Screws
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
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

BOARD DISCUSSION/ACTION

Approval of Board Minutes of March 5th, 2012

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

Approval of Study Session Minutes of March 12th, 2012

Commissioner Way moved to approve the study session minutes for March 12th, 2012, Commissioner Hart seconded, passed unanimously.

Resolution 358-12, Interlocal Agreement Kitsap County

Commissioner Way moved to approve Resolution 358-12, Commissioner Hart seconded, passed unanimously. The agreement will be presented to Kitsap County Commissioners for their signatures.

Resolution 359-12, Inclement Weather Policy

Commissioner Hart moved to approved Resolution 359-12, Commissioner Way seconded, passed unanimously by all Commissioners.

Resolution 360-12 Hiring James Stines-Temporary Employee

Because of the absence (due to injury) of Rodney Ewing at SKWRF (South Kitsap Reclamation Facility) it is necessary to hire a temporary worker. Commissioner Hart moved to approve Resolution 360-12 for the hiring of James Stines, Commissioner Way seconded and passed unanimously.

Resolution 361-12, Approval of Puget Sound Energy Grants

Commissioner Hart moved to approve Resolution 361-12, this is acceptance of what Capital Improvements the PSE Grants will be used for at the South Kitsap Reclamation Facility. Commissioner Way seconded and it was approved by all Commissioners.

Resolution 362-12 Repeal Resolution 243-11, Policies for Exempt Employees

Commissioner Hart moved to approve Resolution 362-12, Commissioner Way seconded, passed with 3 ayes and 1 nay.

Resolution 363-12, Purchase GPS/Mapping Equipment

Commissioner Hart moved to approve Resolution 363-12, Commissioner Way seconded and passed unanimously.

Resolution 364-12, Port Orchard/South Kitsap Urban Growth Area

Commissioner Way moved to approve, Commissioner Hart seconded. Commissioners asked that the Resolution be amended on page 2, Section 2 to delete the year 2006. Upon amendment Resolution was passed unanimously.

ATTORNEY'S REPORT

Rick Gross reported that since the last Commissioners meeting he was tasked with editing the proposed interlocal agreement with the county. This is in regards to having a 2" water line installed at its Port Orchard road maintenance facility for primary use in the winter. He provided his edits to the document and submitted it to GM Wilson. He was also asked by GM Wilson to prepare a brief two page form contract for use in minor work projects. He prepared this form contract and submitted it to GM Wilson.

He also reported he spoke with Kitsap County civil lawyer, Kevin Howell, about the Growth Management Act and the potential downsizing of the urban growth area in South Kitsap County. Mr. Howell agreed to keep Mr. Gross apprised of the county legal department's work in this regard.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported:

- The plant is running well.
- Mayor Tim Mathes and Jim Colebank from the City of Port Orchard came by for a tour of the plant last week.
- John Poppe agreed with the need to move forward with the PSE Grants, but disagreed with Section 5 of Resolution 361-12 as presented in the Agenda Packet, delaying 2012 capital projects to 2013. Plant Manager Poppe gave a brief history of the "disk thickener" decision, starting at 2009; Mr. Poppe summarized by stating the 2011 purchase of the "disk thickener" was delayed until the grant monies restored the equipment replacement fund balance. Mr. Poppe wants to continue with 2011 Capital projects list, and add the funding for the "disk thickener" from the grant monies. General Manager Wilson does not want to make that adjustment from the budget at this time.

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Well 21 Rehab Status
 - The pump and motor have been removed and appear to be in good condition
 - The well was video inspected and found to be in good condition
 - The contractor brushed and surged the well. They also bailed debris and installed a temporary pump which will pump until clear.
- Annual water main flushing should be completed by the end of the week; from there they will go right into sewer main video and cleaning.
- Turtle Cove 2 water main has been pressure tested, bacteriological sampled, connected from Harris to Vale, this has eliminated the 2 dead ends.
- We have contracted with West Sound Engineering to TOPO Rama Drive for preparations of drawings. The survey crew started their work today, March 19th, 2012.
- Darren and Dale have been working on the UGA Remand data requested by the County.

FINANCE MANAGER'S REPORT

Finance Manager Patton reported:

- Finance Manager asked the Commissioners who would be attending the Washington Association of Sewer & Water Districts Conference in April? Commissioner Screws will be attending and also General Manager Wilson.
- Also stated that 3 of her staff will be attending the Springbrook Conference in Portland for 3 days in April.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported on the following:

- The "Board Books" for the Commissioners desks have been completed. She stated she will keep them updated with current information needed for the Commissioners meetings etc. CS Fowler would like the Commissioners to let her know if there is anything else they would like to see in the books.
- CS Fowler also stated that she and Debbie Raymond will be attending the Springbrook Conference in April.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- GM Wilson stated that he will be scheduling a visit with City of Port Orchard Mayor. Discussed the possibility of Eric Baker of Kitsap County visiting the District to discuss the County's Comprehensive planning efforts.
- GM is scheduling a meeting to review the update on the Water System Plan.
- GM will be working on the Workers Compensation claims procedures.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS & PAYROLL

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

COMMISSIONER'S REPORT

Commissioner Way, attended the Water Risk Management Pool meeting last Thursday in Bellevue. She found it very worthwhile and a lot of good information.

Commissioner Hart also attended the Water Risk Management Pool meeting as well. He stated that due to a couple of embezzlement cases and the economy crises the WRMP rates will likely increase for the year 2013.

Commissioner Screws mentioned that she is on the agenda for the Water Reuse meeting. As the representative from the District Board she was looking for some ideas on what the Board

would like to see covered at this meeting. Commissioner Hart volunteered to put some bullet points together for her to touch on at her presentation.

Executive Session

The Commissioners went into Executive session at 5:50 p.m. for 15 minutes to discuss Employee Evaluations. Executive session concluded at 6:15 p.m. No action was taken by the Board after returning from Executive Session.

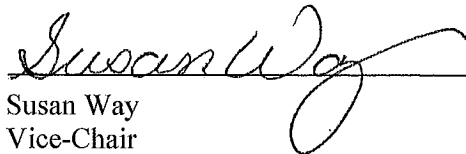
Commissioner Lundberg moved to return to the regular meeting at 6:15 p.m.

ADJOURN

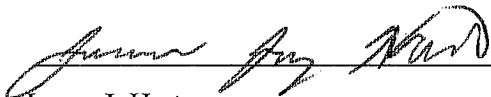
Commissioner Lundberg moved to adjourn the meeting, Commissioner Way seconded, the meeting was adjourned at 6:20 p.m.



Jeannie Screws
Chairperson



Susan Way
Vice-Chair



James J. Hart
Secretary

Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MARCH 19, 2012 WSUD BOARD MEETING**

MARCH 2012 PAYROLL:	91925	SEWER OPERATIONS	50,903.38
	91926	WATER OPERATIONS	53,384.75
	91927	INFORMATION TECHNOLOGY	6,149.34
	91928	SKWRF	56,074.74
	GRAND TOTAL PAYROLL ALL FUNDS:		166,512.21

		<u>VOUCHER NUMBERS</u>	
ACCOUNTS PAYABLE:	91925	20439 - 20456	12,772.24
	WASTEWATER OPERATING FUND		
	TOTAL 91925:		12,772.24
	91926	20417 - 20438	15,968.11
	WATER OPERATING FUND		
	TOTAL 91926:		15,968.11
	91927	20414 - 20415	357.28
	INFORMATION TECHNOLOGY FUND		
	TOTAL 91927:		357.28
	91928	11050 - 11069	23,794.81
	SKWRF OPERATING FUND		
	TOTAL 91928		23,794.81
	91931	11047 - 11049	5,216.42
	SKWRF CAPITAL FUND		
	TOTAL 91931		5,216.42
	91924	20416	301.75
	DEBT SERVICE FUND (COMBINED)		
	TOTAL 91924		301.75
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		58,410.61