

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, April 2<sup>nd</sup>, 2012

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

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

BOARD DISCUSSION/ACTION

Approval of Board Minutes of March 19<sup>th</sup>, 2012

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

Excuse Commissioner Lundberg's Absence

Commissioner Hart moved to approve Commissioner Lundberg's absence, Commissioner Way seconded and all were in favor.

Resolution 365-12, Huan Joy Ramsdell Step Increase

Commissioner Way moved to approve Resolution 365-12, Commissioner Hart seconded, passed unanimously.

Resolution 366-12, Deena Carpenter Step Increase

Commissioner Hart moved to approve Resolution 366-12, Commissioner Way seconded, passed unanimously by all Commissioners.

Resolution 367-12, Brian McCown Step Increase

Commissioner Hart moved to approve Resolution 367-12, Commissioner Way seconded, passed unanimously by all Commissioners.

Resolution 368-12, Hire Temporary-Summer Help for Water/Sewer Operations

Commissioner Hart moved to approve Resolution 368-12, Commissioner Way seconded, passed unanimously by all Commissioners.

Discussion: Toilet Rebate Program

Customer Service Manager Fowler requested that the District participate in the Toilet Rebate Program sponsored by WaterPAK. The program will be promoted during the months of May and June. Toilets must be Water Sense approved, 1.28 GPF, and purchased during these months. For each rebate the customer will be credited \$50.00 on their account and the District will be reimbursed by WaterPAK. Upon motion being made by Commissioner Hart and seconded by Commissioner Way, the Commissioners voted unanimously to approve the program.

Discussion: Updated UGA Map

General Manager Wilson presented the Commissioners with an updated map of the Kitsap County proposed Urban Growth Area (“UGA”). He then shared with the Commissioners that he had responded to the County with West Sound Utility District’s concerns regarding the negative impact to the District resulting from any downsizing of the UGA.

Discussion: First Reading, Resolution 369-12, Modification of Utility Rate Procedures

There are two pending issues pertaining to the District’s water/sewer rates policies and procedures which need to be addressed; 1) 10% penalty charges on delinquent accounts, and 2) water and sewer “unit” charges for commercial customers. The General Manager presented the Commissioners information for discussion and a proposal. Further discussion will occur at the meeting on April 24<sup>th</sup>.

Reschedule April 16<sup>th</sup> Regular Board Meeting to April 24<sup>th</sup>, Tuesday 4:30 p.m.

General Manager Wilson will be out of town on the 16<sup>th</sup> of April and would like to reschedule the Board meeting scheduled for that date to April 23<sup>rd</sup>, 2012. After discussion Commissioner Hart moved to reschedule April 16<sup>th</sup> meeting to April 24<sup>th</sup>, 2012, due to conflicting schedules, Commissioner Way seconded, motion passed.

### ATTORNEY'S REPORT

Attorney Gross had nothing to report at this time.

### PLANT MANAGER'S REPORT

Plant Manager John Poppe reported:

- The plant is running well.
- The Department of Ecology will be conducting its annual inspection this coming week.

### OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Well 21 Rehab Status
  - The cleaning of the screen and surging of the well was successful. Video inspection revealed the screen is in good condition. The contractor began re-installing the pump today and we anticipate test pumping by the end of the week.
- The survey crew has completed its work on the Rama Drive water main replacement project. The draftsman is preparing the drawings.
- The crew has completed the annual water main flushing.

### FINANCE MANAGER'S REPORT

Finance Manager Patton had nothing to report at this time.

### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported on the following:

- Customers have provided the District positive comments on the Newsletter that recently went out with the bills.
- CS Fowler has been working with GM Wilson regarding the rate modifications for late fees and the Commercial Properties fee to be charged by units or ERU's.

### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- He met with Mayor Mathes this last week, it was a good visit.
- He has continued to gather information from the County regarding the UGA.
- GM reported that the draft Water Comp plan should be ready to present mid-May.
- GM also stated he is working with Rassy and Joy (finance department) on the End of the Year status report.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

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

COMMISSIONER'S REPORT

Commissioner Way, attended the Washington Association of Sewer and Water Districts monthly meeting. She also attended the SAC meeting and the Section II meeting.

Commissioner Hart also attended the Association meeting, SAC meeting and the Section II meeting.

Commissioner Screws reported that she had attended a Water Reuse Conference in Sacramento, CA last week. She found it very helpful and filled with information. She will use some of the information she received for the County Water Reuse round table where she will be speaking.

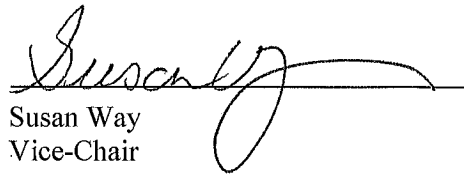
An April 30<sup>th</sup>, 2012 Study meeting was scheduled.

ADJOURN

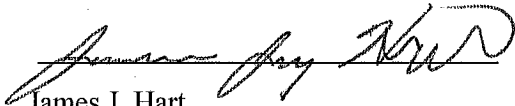
Commissioner Hart moved to adjourn the meeting, Commissioner Way seconded, passed unanimously and the meeting was adjourned at 5:55 p.m.



Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary

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Jerry Lundberg (absent)  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
APRIL 02, 2012 WSUD BOARD MEETING**

<b>APRIL 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>	
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<b>91925 WASTEWATER OPERATING FUND</b>		20491 - 20522	26,883.81
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		<b>TOTAL 91925:</b>	<b>26,883.81</b>
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<b>91926 WATER OPERATING FUND</b>		20462 - 20490	34,851.68
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		<b>TOTAL 91926:</b>	<b>34,851.68</b>
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<b>91927 INFORMATION TECHNOLOGY FUND</b>		20458 - 20461	1,072.48
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		<b>TOTAL 91927:</b>	<b>1,072.48</b>
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<b>91928 SKWRF OPERATING FUND</b>		11070 - 11096	39,157.21
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		<b>TOTAL 91928</b>	<b>39,157.21</b>
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<b>91930 WATER CAP IMPROV FUND</b>		20457	950.00
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		<b>TOTAL 91930</b>	<b>950.00</b>
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	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<b>102,915.18</b>
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