


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 May 7th, 2012

Chairperson: Jeannie Screws
Vice Chairperson: Susan Way
Commissioner: James J. Hart
~~Commissioner: Jerry Lundberg~~ 

Attending: Michael Wilson, General Manager
Randy Screws, SK WRF Operations 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

BOARD DISCUSSION/ACTION

Approval of Board Minutes of April 24th, 2012

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

Approval of Board Minutes of April 26th, 2012 Special Board Meeting

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

Excuse Commissioner Lundberg

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

Resolution 370-12, Salary Step Increase for Erasma Elliot

Commissioner Hart moved to table Resolution 370-12 until the Executive Session is held.

Resolution 371-12, Salary Step Increase for Brian Smalley

Commissioner Hart moved to table Resolution 371-12 until the Executive Session is held.

Acknowledgment: Brent Winters – Water Distribution Manager 3

General Manager Wilson acknowledged and congratulated Brent Winters on receiving his Water Distribution Manager 3.

Discussion: Rama Drive Water Main Replacement Project

Operations Manager Winters gave a brief presentation on the Rama Drive water main replacement. Presented a drawing and itemized cost of the project.

Discussion: Reclaimed Water Program

Commissioner Screws discussed a letter that she had received from the County regarding the water reuse committee.

ATTORNEY'S REPORT

Attorney Gross stated that he is up to date with the District on all projects. Attorney Gross just gave a word of caution on working with the County or entering into any agreements to make sure all costs are covered up front.

OPERATIONS MANAGER REPORT

Assistant Operations Manager Screws:

- Update on the Primary Clarifier, we are awaiting replacement flights to be delivered. Once they are installed, the clarifier will be completed.
- The plant was notified by the Department of Ecology that an award would be issued to the facility for Outstanding Plant Operations for 2011.
- The contractor is currently onsite working on one of the PSE grant funded CIP projects, the "lighting project".
- The Department of Ecology has issued a letter for coverage under the General Biosolids Permit for Biosolids Management. This defines the SKWRF as having Class A Biosolids that can be sold or given away.

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- The reservoir stratification survey has been completed, and thanks go to Kyle and Brian. It was determined that the District does not have enough significant stratification to warrant purchase of a mixer. Thank you to Brian for volunteering to do all the reservoir climbing.
- The crew repaired 6" A/C water main breaks on Lund and Brasch. Both were caused by tree roots pushing on the pipe.

- Kitsap Fire has been assisting us with fire flow testing areas chosen by our comp plan Engineers. It has been a collaborative effort with mutual benefit. The flow testing should be complete this week.
- A 50 gallon sewer spill on 5/1/12 from 8:30 – 9:00 p.m. from Man Hole pick hole outside the Conifer Park lift station. Kitsap DOH and Ecology notified us.

Water Production

167 Million Gallons through April 2011

150 Million Gallons through April 2012

Rain Fall

24.6” through April 2011

24” through April 2012

FINANCE MANAGER’S REPORT

Finance Manager Patton reported that the finance department is working on the annual report and business as usual.

CUSTOMER SERVICE MANAGER’S REPORT

Customer Service Manager Fowler reported on the following:

- The Customer service department is doing well, busy.
- Debbie Raymond is working on the Small Works roster. She has notified all those contractors and businesses regarding the change that West Sound has adopted in regards to contracting with Municipal Research and Services Center.
- CS Manager is busy with monthly consumption reports.

GENERAL MANAGER’S REPORT

General Manager Wilson reported on the following:

- GM stated that he will be drafting and working on the financial management policies and hopefully will have them ready by the end of July.
- GM also reported that his meeting with the State Auditor went well and they were very supportive of financial management policies.
- GM reminded the Commissioners of the Study Meeting to be held on May 14th with HDR to discuss the Water System Plan and Satellite contracting services.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

Commissioner Hart moved to approve Accounts Payable vouchers in the amount of \$72,326.17, Commissioner Way seconded and all were in favor.

COMMISSIONER’S REPORT

Commissioner Hart reported that he attended the meeting held here at the District with Brent and GM Wilson regarding the water comp plan and reclaimed water.

Commissioner Screws commented that she would like to see someone from the District respond to the committee the County has put together regarding Water Re-use.


Commissioner Way had nothing to report at this time.

EXECUTIVE SESSION

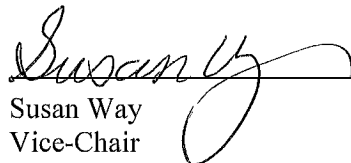
The Board moved to executive session to discuss staff performance evaluations for fifteen minutes. The Board returned to regular session at 5:40 p.m. Commissioner Hart moved to approve Resolution 370-12, Commissioner Way seconded the motion approved 3-0. Commissioner Hart moved to approve Resolution 371-12, Commissioner Way seconded the motion, motion approved 3-0.

ADJOURN

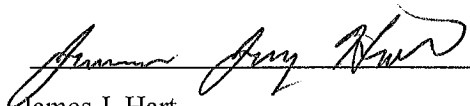
Commissioner Hart moved to adjourn the meeting, Commissioner Way seconded, passed unanimously and the meeting was adjourned at 5:55 p.m.




Jeannie Screws
Chairperson



Susan Way
Vice-Chair



James J. Hart
Secretary



Jerry Lundberg
Commissioner