

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 21<sup>st</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  
Deena Carpenter, Customer Service Assistant  
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 May 7<sup>th</sup>, 2012

Commissioner Hart moved to approve the minutes. The motion was seconded by Commissioner Way. Minutes to be amended to show Commissioner Lundberg as not present. Approval of the minutes passed with Commissioner Lundberg abstaining.

Approval of Board Minutes of May 14<sup>th</sup>, 2012 Special Board Meeting

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

Set Public Hearing for "Water Use Efficiency Goals" and "2012 Water System Plan" for June 18<sup>th</sup>, 4:30 p.m.

Commissioner Hart moved to approve the date of June 18<sup>th</sup>, 2012, Commissioner Way seconded and all were in favor.

### Briefing of the District's Safety Program

Dale Web presented the Board with an overview of the WSUD Safety Program.

He reported on:

- We are now hosting weekly Safety meetings.
- Participation with the WSRMP SORT committee that meets monthly.
- Consultation with L & I for de-classification of certain spaces.
- L & I looked over the WSUD's long standing safety programs and consider us to be compliant and current.
- There was a need for the customization of 2 programs and one that was yet to be written. All three are now in place to give the District a comprehensive safety program.
- Continuance of safety training and keeping the attitude of "Safety first" at the fore front of everyone's thinking.

### Resolution 372-12, Salary Step Increase for Heidi Hill

Commissioner Hart moved to approve Resolution 372-12, Commissioner Way seconded and the motion passed unanimously.

### Resolution 373-12, Salary Step Increase for Dustin Anderson

Commissioner Hart moved to approve Resolution 372-12, Commissioner Way seconded and the motion passed unanimously.

### ATTORNEY'S REPORT

Attorney Gross stated that he is up to date with the District on all projects.

### PLANT MANAGER REPORT

Plant Manager Poppe reported on:

- SKWRF effluent seems to deteriorate after the weekends. Watching the influent loads and we are suspicious of unknown discharge on collection system.
- Received the first load of lagoon sludge from Port of Bremerton. Samples collected to determine impact on SKWRF.

### OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- The Rama Drive Water Main Replacement Project is out to bidders. Bidding closes Thursday May 31<sup>st</sup> and he anticipate entering into a contract with the successful bidder at the June 4<sup>th</sup> Board Meeting.
- A Master Electrician investigated Well #17's failed motor issues last week and he will be issuing a report this week. Preliminary findings point toward ineffective grounding.
- The crew attended a flagger recertification class which will keep the District in compliance for another 3 years.

- Kyle Galpin has completed the Annual Consumer Confidence Report and it should be ready for mailing in the next 2 weeks.
- Interesting note: Kevin Long populated a list of water meters that have been shut-off; the District currently has 63 meters shut off, and 3 of them have been since 2009.

#### FINANCE MANAGER'S REPORT

Finance Manager Patton reported:

- The 2012 Annual Reports for the year 2011 for West Sound Utility District and South Kitsap Water Reclamation Facility were filed with the State Auditor.
- The summer help position was posted on May 2<sup>nd</sup> and closed May 18<sup>th</sup>. We received 15 applications. All postings were set up on Craig's list.

#### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler is on vacation.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- GM and the Finance Department are working on the Financial Management Policy. After the Policy passes the Auditor's approval, this very comprehensive document should be ready for the Department Managers by August 1<sup>st</sup>.
- Researching the possibility of going from an Annual Budget for the District to a Bi-Annual.
- Met with the Veteran's Affairs staff regarding reclaimed water. Brent Winters and John Poppe will be working with them on requirements to be brought on line. The standards for reclaimed water are a work in progress.
- Met with Tim Thompson from the Port of Bremerton, on IT issues.
- Web site development is continuing.
- Pot luck/barbeque for the District will be Friday, May 25<sup>th</sup> from 11:30-1:00 p.m.

#### APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

Commissioner Way moved to approve Accounts Payable vouchers in the amount of \$272,477.85 and Payroll in the amount of \$166,880.91, Commissioner Hart seconded and all were in favor.

#### COMMISSIONER'S REPORT

Commissioner Way reported that she attended the special meeting held here at the District on May 14<sup>th</sup>.

Commissioner Screws commented that she would like to invite Mark Cullington, Senior Scientist with Kennedy Jenks Consultants, to speak to the Board regarding Water Re-use. She also attended the special meeting held here at the District on May 14<sup>th</sup>.

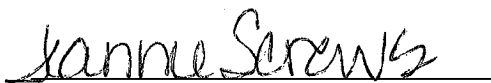
Commissioners Hart and Lundberg reported that they too attended the special meeting held here at the District on May 14<sup>th</sup>.

EXECUTIVE SESSION

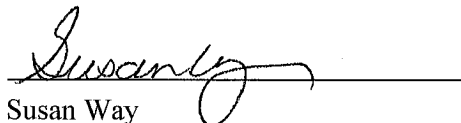
The Board moved to executive session at 5:15 p.m. to discuss staff performance evaluations. The Board returned to regular session at 6:02 p.m. No further action was taken.

ADJOURN

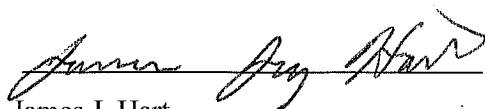
Commissioner Lundberg moved to adjourn the meeting, Commissioner Hart seconded, passed unanimously and the meeting was adjourned at 6:03 p.m.



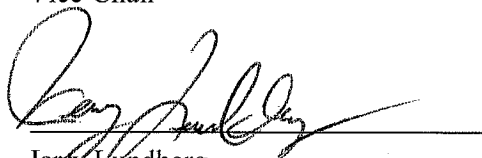
Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary



Jerry Lundberg  
Commissioner

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

<b>MAY 2012 PAYROLL:</b>	91925	SEWER OPERATIONS	52,004.54
	91926	WATER OPERATIONS	55,822.82
	91927	INFORMATION TECHNOLOGY	6,313.63
	91928	SKWRF	<u>52,739.92</u>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<u><u>166,880.91</u></u>

<b>ACCOUNTS PAYABLE:</b>		<u>VOUCHER NUMBERS</u>	
	91925	20652 - 20672	13,707.72
	WASTEWATER OPERATING FUND		
	<b>TOTAL 91925:</b>		<u>13,707.72</u>
	91926	20620 - 20651	61,237.10
	WATER OPERATING FUND		
	<b>TOTAL 91926:</b>		<u>61,237.10</u>
	91927	20618 - 20619	1,431.39
	INFORMATION TECHNOLOGY FUND		
	<b>TOTAL 91927:</b>		<u>1,431.39</u>
	91928	11149 - 11190	67,447.54
	SKWRF OPERATING FUND		
	<b>TOTAL 91928</b>		<u>67,447.54</u>
	91930	20617	16,278.80
	WATER CAP IMPROV FUND		
	<b>TOTAL 91930</b>		<u>16,278.80</u>
	91929	20616	100,000.00
	FACILITY CONSTRUCTION FEE		
	<b>TOTAL 91929:</b>		<u>100,000.00</u>
	91931	11191 - 11194	12,375.30
	SKWRF CAPITAL IMPROV		
	<b>TOTAL 91931:</b>		<u>12,375.30</u>
	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<u><u>272,477.85</u></u>