

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 June 4<sup>th</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  
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 May 21<sup>st</sup>, 2012

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

Resolution 374-12, Bid Award SKWRF 2<sup>nd</sup> Clarifier Coating Project

Commissioner Hart moved to approve Resolution 374-12, Commissioner Way seconded passed unanimously.

Resolution 375-12, Bid Award Rama Drive Water Main Replacement Project

Commissioner Hart moved to approve, Commissioner Way seconded and all were in favor.

Recognition of the "2011 Wastewater Treatment Plant Outstanding Performance" Award by the Washington State Department of Ecology.

General Manager Wilson extended congratulations to the staff at SKWRF (South Kitsap Water Reclamation Facility) for a great job. The Commissioners received a letter from the Department of Ecology regarding the award. A plaque will be received at a later date.

### WSUD 2011 Annual Report, SKWRF 2011 Annual Report

General Manager Wilson gave each of the Commissioners a copy of the Annual Reports for 2011. General Manager gave recognition to the CPA Linda Peterson and the finance staff for their efforts.

### 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 is operating well.
- The Port of Bremerton plans on bringing more lagoon sludge to the plant.
- Class A Biosolids response has been very positive from the public. Plant Manager Poppe would like some direction from the Board about the intent of the program.
- The Capitol Programs are moving forward.
  - PSE Grant projects (the lighting and the blower room duct work) are almost completed.

### OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- The District took delivery of the 2012 Ford pickup. This truck will replace the 2001 Chevrolet that has been used by Randy Bowers.
- Kyle Galpin has submitted the Water Use Efficiency Report and we have 9% of unaccounted for water on a 3 year rolling average.
- Ron Martin reported that the latest well soundings reveal that our aquifers are at a normal level for this time of year and there should be plenty of water.

### FINANCE MANAGER'S REPORT

Finance Manager Patton reported:

- The Finance department is currently working the Finance Management policies.
- The Water & Sewer Risk Management Pool has notified the District that the Under Writing information is needed by the end of June. Finance Manager has delegated those whose information is needed to respond back as soon as possible.
- Rassy and Joy will be attending the Intermediate and Advanced Government Accounting classes offered in Edmonds this month.

### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported that she had just returned to work today. Expressed a great appreciation for Customer Service staff on the great job they did while she was away.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- GM stated that there will be an all staff meeting on Wednesday, June 6<sup>th</sup>, 2012.
- GM reminded the Commissioners that there were two letters in there packet from the Department of Ecology regarding the Reclaimed Water Distribution System Project and the Water Right N CG1-00597C.
- The MRSC is now handling the Small Works Roster, encouraged the Commissioners if they have not looked at the sight it would benefit them to do so.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE VOUCHERS

Commissioner Hart moved to approve Accounts Payable vouchers in the amount of \$84,905.65, Commissioner Way seconded and all were in favor.

COMMISSIONER'S REPORT

Commissioner Way, Commissioner Hart and Commissioner Lundberg had nothing to report at this time.

Commissioner Screws reported that she had attended the Section II meeting in Lakeway, WA. on May 24<sup>th</sup>, 2012.

EXECUTIVE SESSION

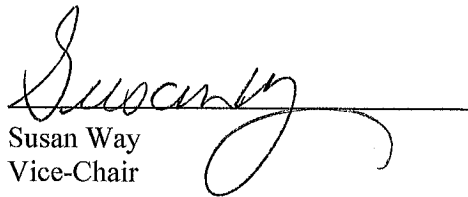
The Board moved to executive session at 5:15 p.m. to discuss staff performance evaluations. The Board returned to regular session at 6:08 p.m. No further action was taken.

ADJOURN

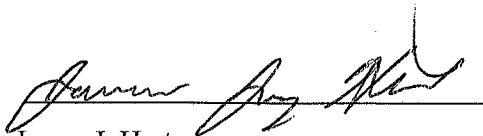
Commissioner Hart moved to adjourn the meeting, Commissioner Lundberg seconded, motion approved 4-0.



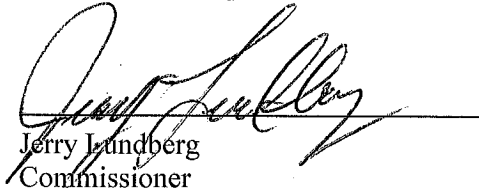
Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary



Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JUNE 04, 2012 WSUD BOARD MEETING**

<b>JUNE 2012 PAYROLL:</b>	<b>91925</b>	<b>SEWER OPERATIONS</b>	<b>0.00</b>
	<b>91926</b>	<b>WATER OPERATIONS</b>	<b>0.00</b>
	<b>91927</b>	<b>INFORMATION TECHNOLOGY</b>	<b>0.00</b>
	<b>91928</b>	<b>SKWRF</b>	<b>0.00</b>
			<hr/>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<b>0.00</b>
			<hr/> <hr/>

<b>ACCOUNTS PAYABLE:</b>		<u><b>VOUCHER NUMBERS</b></u>	
	<b>91925</b>	20704 - 20726	9,682.30
	<b>WASTEWATER OPERATING FUND</b>		<hr/>
		<b>TOTAL 91925:</b>	<b>9,682.30</b>
			<hr/> <hr/>
	<b>91926</b>	20678 - 20703	27,810.34
	<b>WATER OPERATING FUND</b>		<hr/>
		<b>TOTAL 91926:</b>	<b>27,810.34</b>
			<hr/> <hr/>
	<b>91927</b>	20673 - 20675	1,350.96
	<b>INFORMATION TECHNOLOGY FUND</b>		<hr/>
		<b>TOTAL 91927:</b>	<b>1,350.96</b>
			<hr/> <hr/>
	<b>91928</b>	11197 - 11221	35,395.41
	<b>SKWRF OPERATING FUND</b>		<hr/>
		<b>TOTAL 91928</b>	<b>35,395.41</b>
			<hr/> <hr/>
	<b>91930</b>	20676 - 20677	5,578.95
	<b>WATER CAP IMPROV FUND</b>		<hr/>
		<b>TOTAL 91930</b>	<b>5,578.95</b>
			<hr/> <hr/>
	<b>91931</b>	11195 - 11196	5,087.69
	<b>SKWRF CAPITAL IMPROV</b>		<hr/>
		<b>TOTAL 91931:</b>	<b>5,087.69</b>
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	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<b>84,905.65</b>
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