

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 18<sup>th</sup>, 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  
Denita Patton, Finance Manager  
Sue Fowler, Customer Service Manager  
Brian Bunker, Parametrix

The meeting was called to order by Commissioner Screws at 4:30 p.m.

Public Hearing: "Water Use Efficiency Goals" and 2012 Water System Plan"

General Manager Wilson presented copies/notebooks containing information for the Water System Plan's and Water System Plan's Demand Forecast and Conservation Program. General Manager described the methodology used in developing the District's water system Capital Improvement Program and the costs and schedules for projects planned between 2013 and 2032.

General Manager will have a Resolution for adoption at the July 2<sup>nd</sup> meeting.  
The hearing closed at 4:40 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

BOARD DISCUSSION/ACTION

Approval of Board Minutes of June 4<sup>th</sup>, 2012

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

Resolution 376-12, Declaration of Surplus Property

Commissioner Hart moved to approve Resolution 376-12, Commissioner Way seconded passed unanimously.

Resolution 377-12, Hiring Logan Stec as Temporary Summer Employee

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

Resolution 378-12, Hiring Bryce Gorang as Temporary Summer Employee

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

Resolution 379-12, Step Increase for Wesley Morrell

Commissioner Hart moved to approve, Commissioner Way seconded and passed unanimously.

ATTORNEY'S REPORT

Attorney Gross was not in attendance.

PLANT MANAGER REPORT

Plant Manager Poppe reported on:

- The treatment plant is operating well.
- The Port of Bremerton transported one load (3,000 gallons) more lagoon sludge to the plant.
- The coatings rehabilitation on the north secondary clarifier is complete. The rehabilitation of the south secondary clarifier is to start when weather permits.
- A correction to the last Board meeting when Commissioner Hart asked if "Washington Industrial Coatings" had been used before for a project. Manager Poppe stated "no", he corrected that statement. Washington Industrial Coatings had been used in the summer of 2011 when rehabilitating the north secondary clarifier.
- One load of "Class A Biosolids" has been dewatered. Residents interested in the Class A product have been contacted.
- The Energy meeting (June 13<sup>th</sup>, 2012) led by Puget Sound Energy, Bonneville Power Administration, Environmental Protection Agency, and Washington State University was well attended. This meeting took place here in this Public meeting room. The focus was on Wastewater Plants.
- Manager Poppe stated that more than one million gallons of leachate was trucked into the City of Port Orchard collections system. This will bring in a little more than \$40,000 to SKWRF.
- The plant had a visit by two University of Washington Professors last week wanting to use Class A-Biosolids to determine pharmaceuticals destruction/stabilization by vermiculture (farming of earthworms). Earth worms have demonstrated the ability to stabilize pharmaceuticals in biosolids.

OPERATION MANAGER'S REPORT

Operation Manager Brent Winters reported on the following:

- Lydel Construction began mobilization to the Rama Drive Water Main project today. Construction should begin tomorrow; Dale Webb will be inspecting this project.

- Operations Manager reported that the District received word from Electro Technical Services regarding the motor failure at Well 17. It has been concluded that the motor burned out due to the fact that there was no ground at the well head which is bonded to the service panel. The crew is working with an Electrical Engineer at Parametrix to review the report and make a recommendation for repair.

#### Water Production

212 Million Gallons through June 2011  
193 Million Gallons through June 2012

#### Rain Fall

28" as of June 1, 2011  
26.1" as of June 1, 2012

#### FINANCE MANAGER'S REPORT

Finance Manager Patton reported:

- The Finance department continues working on the Finance Management policies.
- Finance Manager reported she received an email from Kitsap County Payroll department regarding semi-monthly payroll changes. She will keep the Commissioners updated on the changes that will be taking place.

#### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported that things are going well in the department.

- CS Manager reported that water shut offs were last Thursday and that there were 15 accounts shut off for nonpayment.
- CS discussed the audit she is doing for General Manager on the Districts' customers where a resident has 2 or more dwellings on their property.

#### GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- GM stated that he had met with John Brandt at Kitsap County Public Works. They discussed those projects that West Sound Utility District and the Kitsap County will have coming up in the next few months.
- GM shared with the Commissioners that the Interlocal Agreement for Wastewater Facilities Management expires in August of 2012. This will be discussed on Wednesday at the SAC meeting.
- GM stated that the Finance Department continues to work on the Financial Management Policies, which should be completed by mid-July.
- The Financial Managements Policies are also a part of the Water System plan.

APPROVAL OF DISTRICT ACCOUNTS PAYABLE & PAYROLL VOUCHERS

Commissioner Hart moved to approve Accounts Payable vouchers in the amount of \$62,861.60, Commissioner Way seconded and all were in favor.

Commissioner Hart moved to approve Payroll in the amount of \$169,313.73, Commissioner Way seconded and all were in favor.

COMMISSIONER'S REPORT

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

Commissioner Screws recognized Customer Service Department for the nice articles written regarding their service.

The Board discussed the meeting schedule during the month of July. It was decided there would be a Study Meeting on July 11<sup>th</sup>, 2012 at 5:00 p.m. The regular meeting for July 2<sup>nd</sup>, 2012 will be cancelled.

EXECUTIVE SESSION

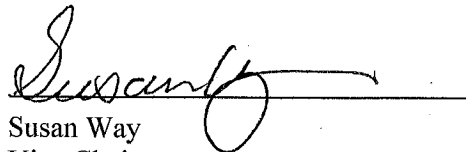
The Board moved to executive session at 5:40 p.m. to discuss staff performance evaluations. The Board returned to regular session at 5:48 p.m., and the Board took no further action.

ADJOURN

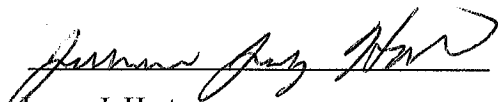
Commissioner Hart moved to adjourn the meeting, Commissioner Way seconded, motion approved 4-0.



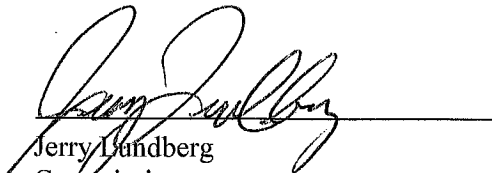
Jeannie Screws  
Chairperson



Susan Way  
Vice-Chair



James J. Hart  
Secretary



Jerry Lundberg  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JUNE 18, 2012 WSUD BOARD MEETING**

JUNE 2012 PAYROLL:	91925	SEWER OPERATIONS	52,461.29
	91926	WATER OPERATIONS	56,313.92
	91927	INFORMATION TECHNOLOGY	6,225.06
	91928	SKWRF	<u>54,313.46</u>
	<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		<u><u>169,313.73</u></u>

		<u>VOUCHER NUMBERS</u> <u>DISTRIBUTION DATE: 6-11-12</u>	
ACCOUNTS PAYABLE:	91925	20729 - 20749	38,680.99
	WASTEWATER OPERATING FUND		<u>38,680.99</u>
	<b>TOTAL 91925:</b>		<b>38,680.99</b>
	91926	20750 - 20768	12,886.69
	WATER OPERATING FUND		<u>12,886.69</u>
	<b>TOTAL 91926:</b>		<b>12,886.69</b>
	91927	20727 - 20728	3,808.08
	INFORMATION TECHNOLOGY FUND		<u>3,808.08</u>
	<b>TOTAL 91927:</b>		<b>3,808.08</b>
	91928	11222 - 11237	7,304.39
	SKWRF OPERATING FUND		<u>7,304.39</u>
	<b>TOTAL 91928</b>		<b>7,304.39</b>
	91931	11238 - 11239	181.45
	SKWRF CAPITAL IMPROV		<u>181.45</u>
	<b>TOTAL 91931</b>		<b>181.45</b>
	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>		<u><u>62,861.60</u></u>