

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, March 11th, 2013

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

Attending: Michael Wilson, General Manager
Randy Screws, Acting Plant Manager
Brent Winters, Operations Manager
Sue Fowler, Customer Service Manager
Michael Whitehead, IT Manager

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

BOARD DISCUSSION/ACTION

Approval of Board Meeting Minutes of February 19th, 2013

Commissioner Way moved to approve the minutes of February 19th, 2013, Commissioner Screws seconded and all were in favor.

Approval of Board Study Session Minutes of March 4th, 2013

Commissioner Screws moved to approve the minutes of March 4th, 2013, Commissioner Way seconded and all were in favor.

Excuse Commissioner Lundberg's Absence

Commissioner Screws made a motion to excuse Commissioner Lundberg, Commissioner Way seconded and all were in favor.

Upcoming Board Meetings: Change March 18th Regular Board Meeting to March 25th

After discussing Board members schedules it was decided the Board Meeting for March 18th, would be changed to March 26th, 2013 at 5:30 p.m. This was approved by all Board members in attendance.

Resolution 419-13, Jessy Mottinger Salary Increase

Commissioner Way made a motion to approve Resolution 419-13, Commissioner Screws seconded. Resolution 419-13 was tabled until executive session.

Resolution 420-13, Developer Extension Contract for Harris Court Residential Plat
 Commissioner Screws made a motion to approve Resolution 420-13, Commissioner Way seconded and all were in favor.

Resolution 421-13, Amending the District’s 2013-14 Biennial Budget
 Commissioner Screws made a motion to approve Resolution 421-13, Commissioner Way seconded, all were in favor.

ATTORNEY’S REPORT
 Attorney Gross was not in attendance.

ACTING PLANT MANAGER’S REPORT
 Acting Plant Manager Randy Screws gave an updated report on the plant activities and projects that had occurred in the last couple of weeks .

OPERATIONS MANAGER’S REPORT
 Operations Manager Brent Winters reported on the projects and tasks that had been accomplished over the last few weeks by the operations/maintenance staff.

<u>Water Production</u>		<u>Rainfall</u>	
Through February 2012	76.0 MG	Through February 2012	11.6
Through February 2013	68.8 MG	Through February 2013	5.8

CUSTOMER SERVICE MANAGER’S REPORT
 Customer Service Manager stated that things are going well.

- The Spring Newsletter has been completed
- DOXO program has been set in place and customers can begin using.
- Rate increase will go into effect April 1.

IT MANAGER’S REPORT
 IT Manager reported on activities and projects he has been involved in over the last two weeks.

GENERAL MANAGER’S REPORT
 General Manager Wilson reported on the following:

- The General Manager reported on the meeting with City Council, he will be reviewing with them the Achievements for 2013 regarding the plant operations.

- The General Manager reported on the Silverview Project. He reported to the Board that he had written the contractor a letter in November of 2012 regarding their lack of communication with the District and gave them direction on District policy. The developer has been fined \$1,000.00 for the work they did without prior approval from the District.
- General Manager met with Alan Martin of the City of Port Orchard regarding the asset/liability's for the treatment plant.
- General Manager stated that Mayor Mathes has asked if he would sit on the panel for the interviews for the position of Developmental Director for the City of Port Orchard.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

Vouchers for SKWRF #11721 - #11769 in the amount of \$74,625.50, WSUD vouchers #21663 - #21752 in the amount of \$220,561.51 and Payroll in the amount of \$158,867.38 were moved to approve by Commissioner Screws, Commissioner Way seconded and all were in favor.

The Board of Commissioners went into Executive Session at 5:20 p.m. with General Manager Wilson to discuss employees' performance evaluations. The Board returned to their Regular session at 5:35 p.m.

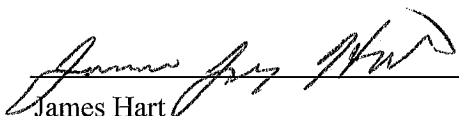
Commissioner Way moved and Commissioner Screws seconded the motion to approve Resolution 419-13, approved 3-0.

COMMISSIONER'S REPORT

- Commissioner Screws no report.
- Commissioner Way no report.
- Commissioner Hart no report.

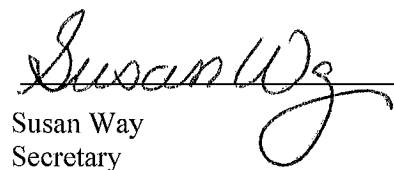
ADJOURN

Commissioner Way moved and Commissioner Screws seconded the motion to adjourn the Board meeting at 5:38 p.m., motion approved 3-0.




 James Hart
 Chairperson

 Jerry Lundberg (absent)
 Vice-Chair



 Susan Way
 Secretary



 Jeannie Screws
 Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MARCH 11, 2013 WSUD BOARD MEETING**

MARCH 2013 PAYROLL:	91925	SEWER OPERATIONS	48,449.28
	91926	WATER OPERATIONS	54,833.98
	91927	INFORMATION TECHNOLOGY	6,783.26
	91928	SKWRF	48,800.86
	GRAND TOTAL PAYROLL ALL FUNDS:		158,867.38

ACCOUNTS PAYABLE:	<u>VOUCHERS</u>	<u>DATE</u>	
91925	21665 - 21689	02/25/13	9,594.11
WASTEWATER OPERATING FUND	21724 - 21730	03/11/13	4,729.31
	TOTAL 91925:		14,323.42
91926	21690 - 21720	02/25/13	54,857.65
WATER OPERATING FUND	21731 - 21744	03/11/13	22,845.27
	TOTAL 91926:		77,502.92
91927	21663 - 21664	02/25/13	389.33
INFORMATION TECHNOLOGY FUND	21748 - 21752	03/11/13	46,434.87
	TOTAL 91927:		46,824.20
91930	21745 - 21747	03/11/13	12,291.60
WATER CIP FUND			
	TOTAL 91930:		12,291.60
91928	11722 - 11744	02/25/13	49,088.97
SKWRF OPERATING FUND	11746 - 11769	03/11/13	23,481.27
	TOTAL 91928:		72,570.24
91931	11721	02/25/13	307.88
SKWRF CAPITAL IMPROV	11745	03/11/13	1,747.38
	TOTAL 91931:		2,055.26
91933	21723	03/11/13	69,317.62
SEWER CIP FUND			
	TOTAL 91933:		69,317.62
91924	21721	03/11/13	135.79
DEBT SERVICE FUND	21722	03/11/13	165.96
	TOTAL 91924:		301.75
	GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:		295,187.01