

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 11<sup>th</sup>, 2013

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

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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 19<sup>th</sup>, 2013

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

Approval of Board Study Session Minutes of March 4<sup>th</sup>, 2013

Commissioner Screws moved to approve the minutes of March 4<sup>th</sup>, 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 18<sup>th</sup> Regular Board Meeting to March 25<sup>th</sup>

After discussing Board members schedules it was decided the Board Meeting for March 18<sup>th</sup>, would be changed to March 26<sup>th</sup>, 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.

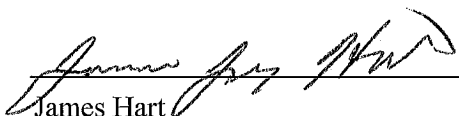
Commissioner Way moved and Commissioner Screws seconded the motion to approve Resolution 419-13, approved 3-0.

COMMISSIONER'S REPORT

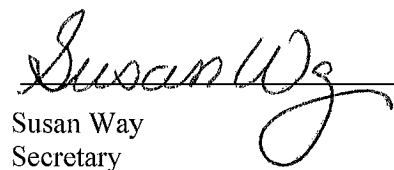
- Commissioner Screws no report.
- Commissioner Way no report.
- Commissioner Hart no report.


ADJOURN

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

  
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 James Hart  
 Chairperson

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 Jerry Lundberg (absent)  
 Vice-Chair

  
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 Susan Way  
 Secretary

  
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 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
		<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>	<b>158,867.38</b>

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