

WEST SOUND UTILITY DISTRICT  
Minutes of Meeting of the Board of Commissioners  
Held in Office Building  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Tuesday March 26<sup>th</sup>, 2013

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Chairperson: James J. Hart  
Vice Chairperson: Jerry Lundberg  
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  
Rick Gross, Attorney

The meeting was called to order by Commissioner Hart at 5:30 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

1. Mike McCown-local facility charges (not in attendance)

BOARD DISCUSSION/ACTION

Approval of Board Meeting Minutes of March 11<sup>th</sup>, 2013

Commissioner Way moved to approve the minutes of March 11<sup>th</sup>, 2013, Commissioner Screws seconded and all were in favor.

Discussion: Utility rates resolution – out of District customers, imposing fines

General Manager Wilson brought two parts of the resolution to the Commissioners attention, Section 12 and Section 14 of Resolution 414-13. These items were discussed.

Discussion: Craig Russell Letter (USGS Report, Reclaimed Water)

General Manager Wilson presented the letter from Craig Russell regarding reclaimed water.

Resolution 422-13, Designation of Department Managers

Commissioner Screws moved to approve Resolution 422-13, Commissioner Lundberg seconded and all were in favor.

Resolution 423-13, DEC for Cedar Creek Animal Clinic

Commissioner Screws moved to approve Resolution 423-13, Commissioner Lundberg seconded and all were in favor.

Discussion: 2012 End of Year Budget Status Report

General Manager Wilson presented the Commissioners with the end of the year budget status report.

Schedule of Upcoming Meetings

The April 1<sup>st</sup> meeting has been cancelled.

The next Board meeting will be held on April 15<sup>th</sup>, 2013.

ATTORNEY'S REPORT

Attorney Gross suggested that the District have a resolution in place protecting the Commissioners if they are sued or threatened with suit while upholding District duties in good faith.

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 . One of the items was the Oregon State University Students coming to their site for an Energy Audit of the Facility. This was sponsored by PSE.

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.

The Silverview Development has provided a site plan for the lift station on the corner of Sedgwick and Phillips Road.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager stated that things are going well.

- The bills went out today and the Newsletter will be inserted with them. Copies of the news letter were given to the Board members.
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IT MANAGER'S REPORT

IT Manager reported on activities and projects he has been involved in over the last two weeks. One of these items was the installation of the camera at the Powell site.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- The Spring Potluck is on Friday from 11:30 to 1:00.
- The Annual Report would be done by the end of April.
- The job opening for Tech II has been advertised. The last date to receive applications is April 15<sup>th</sup>.
- The City of Port Orchard will be holding a Wellness Fair on Thursday, March 28<sup>th</sup> from 11:00 to 2:00.
- There is interest by Brian Willard to build a Athletic Center on the corner of Sedgwick and Ramsey Road.

APPROVAL OF DISTRICTS ACCOUNTS PAYABLE VOUCHERS

1. Approval of Vouchers WSUD #21753 to #21819 in the amount of \$75,625.99.
2. Approval of Vouchers SKWRF #11770 to # 11799 in the amount of \$59,185.03.

Commissioner Screws moved to approve vouchers and Commissioner Way seconded. Due to the fact that two of the Commissioners had not reviewed these vouchers this motion was tabled until the next Board meeting.

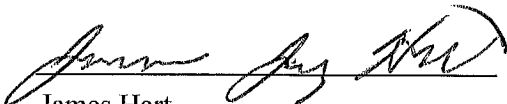
The Board of Commissioners went into Executive Session at 6:42p.m. with General Manager Wilson and Attorney Rick Gross to discuss employees' performance. Commissioner Screws excused herself from the Executive Session since the matter pertained to Acting Plant Manager Randy Screws. The Board returned to their Regular session at 6:46p.m..

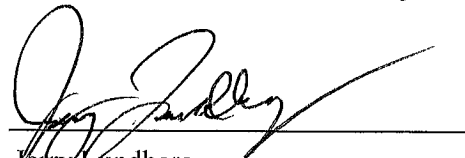
COMMISSIONER'S REPORT

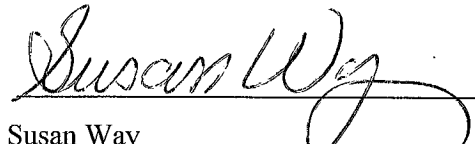
- Commissioner Screws no report.
- Commissioner Way no report.
- Commissioner Hart no report.


ADJOURN

Commissioner Way moved and Commissioner Lundberg seconded the motion to adjourn the Board meeting at 6:46 p.m., motion approved 3-0.

  
James Hart  
Chairperson

  
Jerry Lundberg  
Vice-Chair

  
Susan Way  
Secretary

  
Jeannie Screws  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MARCH 26, 2013 WSUD BOARD MEETING**

MARCH 2013 PAYROLL:	<i>26</i>	91925	SEWER OPERATIONS	N/A
		91926	WATER OPERATIONS	N/A
		91927	INFORMATION TECHNOLOGY	N/A
		91928	SKWRF	N/A
		<b>GRAND TOTAL PAYROLL ALL FUNDS:</b>		

ACCOUNTS PAYABLE:		<u>VOUCHERS</u>	<u>DATE</u>	
	91925	21758 - 21783	03/25/13	9,733.58
	WASTEWATER OPERATING FUND			
		<b>TOTAL 91925:</b>		<u>9,733.58</u>
	91926	21784 - 21818	03/25/13	36,589.38
	WATER OPERATING FUND			
		<b>TOTAL 91926:</b>		<u>36,589.38</u>
	91927	21753 - 21756	03/25/13	4,815.46
	INFORMATION TECHNOLOGY FUND			
		<b>TOTAL 91927:</b>		<u>4,815.46</u>
	91930	21819	03/25/13	1,053.07
	WATER CIP FUND			
		<b>TOTAL 91930:</b>		<u>1,053.07</u>
	91928	11770 - 11799	03/25/13	59,185.03
	SKWRF OPERATING FUND			
		<b>TOTAL 91928</b>		<u>59,185.03</u>
	91931			
	SKWRF CAPITAL IMPROV	<b>TOTAL 91931</b>		<u>0.00</u>
	91933	21757	03/25/13	23,434.50
	SEWER CIP FUND			
		<b>TOTAL 91933</b>		<u>23,434.50</u>
	91924			
	DEBT SERVICE FUND	<b>TOTAL 91924</b>		<u>0.00</u>
	<b>GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS:</b>			<u><u>134,811.02</u></u>