

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, October 17<sup>th</sup>, 2011

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

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Attending: Michael Wilson, General Manager  
Randy Screws, Senior Operator  
Brent Winters, Operations Manager  
Denita Patton, Finance Manager  
Sue Fowler, Customer Service Manager  
Richard Gross, District Attorney

Also in attendance was Ms. Linnie Griffin.

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Approval of Board Minutes of October 3<sup>rd</sup>, 2011

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

Excuse Commissioner Hart's Absence

Commissioner Way moved to approve Commissioner Hart's absence, Commissioner Huntington seconded, passed unanimously.

Resolution 322-11, Modify 2011 Salary Ranges

Commissioner Way moved to approve Resolution 322-11, Commissioner Huntington seconded. Resolution 322-11 was tabled for more discussion at the Budget Workshop.

Resolution 323-11, Kitsap County Interlocal Agreement for Public Works

Commissioner Way moved to approve Resolution 323-11, Commissioner Huntington seconded. Commissioners approved Resolution 323-11, passed unanimously.

### 2011 Mid-year Budget Status Report (revised)

General Manager Wilson gave the Board a revised Budget status report. GM Wilson asked that they review before the Budget Workshop.

### South Kitsap Water Reclamation Facility Proposed 2012 Annual Budget

General Manager Wilson presented the Board with the 2012 Annual Budget for the South Kitsap Water Reclamation Facility. GM stated that he had reviewed this budget with the City of Port Orchard.

### ATTORNEY'S REPORT

Attorney Gross had nothing to report.

### PLANT MANAGER

Senior Operator Screws reported on the following:

- The plant is operating well.
- Two of the three 1° Clarifiers have been rehabilitated and were put on line last week.
- The Marine Science class from the South Kitsap High School toured the plant last week with Commissioner Huntington participating.
- Daniel Thompson, Washington State Bio solids Coordinator toured the Class A Batch system.
- Preparations are being made to clean the South Digester.

### OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Firmont Beach water main replacement is going well. The water main and pressure reducing station are installed. The contractor is installing service taps and will perform hydrostatic testing Thursday. The County overlay will commence after the testing is complete.
- The crew is continuing to clean and televise the sewer collection system.
- The crew is continuing to exercise valves in the water main distribution system.
- The crew has performed test pumping on Well #21. Bio Fouling has reduced production by 50%. The Hydro Geologist is preparing a bid plan to rehab the well.

### FINANCE MANAGER'S REPORT

Finance Manager reported on the following:

- The department is continuing to assist General Manager Wilson with the 2012 Budget.

### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager reported on the following:

- The department recognizes Debbie Raymond for the letter received from a customer on her wonderful customer service.
- Water shut offs were last Thursday, one of our biggest shut off days in many months, still seems to be a representation of the hard economy times.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- Working with HDR on discussion of the water comp plan.
- West Sound Utility District will be neighboring with Manchester Water regarding their Water Comp Plan.
- Met with West Sound Engineering regarding 9 future connections to the District.

APPROVAL OF DISTRICT PAYROLL & ACCOUNTS PAYABLE VOUCHERS


Commissioner Lundberg moved to approve the vouchers and payroll. The motion seconded by Commissioner Way, passed unanimously.

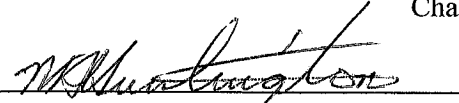
COMMISSIONER'S REPORT

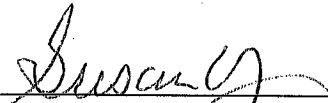
Commissioner Screws made comment to the resignation of General Manager for the WAWSD.

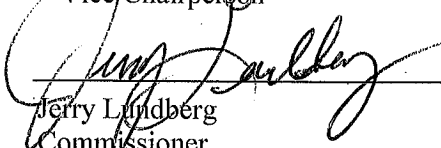
ADJOURN

The meeting was dismissed AT 5:45 p.m. to go into a 10 minute Executive Session to discuss personnel performance. There will be no action taken at the conclusion of this session

  
Jeannie Screws  
Chairperson

  
William H. Huntington  
Secretary

  
Susan Way  
Vice Chairperson

  
Jerry Lundberg  
Commissioner

James J. Hart (ABSENT)  
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
OCTOBER 17, 2011 WSUD BOARD MEETING**

<b>OCTOBER 2011 PAYROLL:</b>	<b>91926</b>	<b>WSUD</b>	<b>114,660.09</b>
	<b>91928</b>	<b>SKWRF</b>	<b>54,869.47</b>

<b>ACCOUNTS PAYABLE:</b>		<b>VOUCHER NUMBERS</b>	
<b>91926</b>		19927 - 19941	8,300.06
<b>WSUD</b>		19942	1,700.00
<b>GENERAL FUND</b>		19943 - 19949	5,561.65
		<b>TOTAL 91926:</b>	<b>15,561.71</b>

<b>91928</b>		10675 - 10692	20,665.42
<b>SKWRF</b>		10693 - 10703	22,499.38
<b>GENERAL FUND</b>			
		<b>TOTAL 91928:</b>	<b>43,164.80</b>

<b>91932</b>		10672 - 10674	9,141.87
<b>SKWRF</b>		10704 - 10707	77,190.20
<b>ER FUND</b>			
		<b>TOTAL 91932:</b>	<b>86,332.07</b>