

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, November 7th, 2011

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

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 17th, 2011

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

Approval of Study Session Minutes of October 31, 2011

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

Resolution 324-11, Modify 2011 Budget to increase Karen Forsmark's contract hours

Commissioner Way moved to approve Resolution 324-11, Commissioner Hart seconded. Resolution 324-11 was passed unanimously.

Resolution 325-11, Modify 2011 Budget to approve rehab work on Well #21

Commissioner Hart moved to approve Resolution 325-11, Commissioner Way seconded. Commissioners approved Resolution 325-11, passed unanimously.

Resolution 322-11, Adopt 2012 Salary Schedule

Commissioner Hart moved to approve Resolution 322-11, Commissioner Way seconded, passed with 3 yeas and one nay.

Resolution 326-11, Adopt 2012 WSUD and SKWRF Annual Budgets

General Manager Wilson presented the Board with the final copies of the 2012 Annual Budget for West Sound Utility District and for the South Kitsap Water Reclamation Facility. No action was taken at this time. Further discussion will take place at the study session on Monday November 14th, 2011.

ATTORNEY'S REPORT

Attorney Gross had nothing to report.

PLANT MANAGER

Senior Operator Screws reported on the following:

- The plant is operating well.
- The contractor will begin Digester cleaning on November 14th, 2011.
- EPO Elementary will bring their 5th grade classes to the District and to SKWRF on November 18th, 2011. The SKHS students from the Marine Science class will be assisting Lorisa with this tour and the learning activities.
- The crew has been working on rehabilitating the Maintenance shop and has made great progress. It is anticipated the coatings will be laid down the week of Thanksgiving.
- Staff is working on replacement of wiring and the control panel on the In Plant #1 Lift Station.
- SKWRF had another tour with the SKHS class on November 4th, 2011.

OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- The Vactor truck was inspected on October 25th, 2011. The mechanic gave a good report, the truck in is very good condition.
- The Firmont Beach water main has been fully tested and Lydel Construction finished moving the customers to the new main.
- The private fire line at the South Kitsap Mall is leaking behind the mall.
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FINANCE MANAGER'S REPORT

Finance Manager reported on the following:

- Heidi Hill has done an excellent job assisting General Manager Wilson with the budget and the budget binders.
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CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager reported on the following:

- Continued work is being done on the Office Procedure Manual.
- The Customer Service Department will also be assisting Lorisa with the tour of the facility on November 18th, 2011.
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GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- The water comp plan paperwork had been pushed back due to scheduling conflicts for HDR and for West Sound Utility District.
- Reported Brent and he had met with Don Ryan a local business man. Mr. Ryan brought in plans and discussion of putting a brewery/restaurant on Sedgwick Road.

APPROVAL OF DISTRICT PAYROLL & ACCOUNTS PAYABLE VOUCHERS

Commissioner Lundberg moved to approve the vouchers. The motion seconded by Commissioner Hart, passed unanimously.

COMMISSIONER'S REPORT

Commissioner Lundberg reported he attended the SAC meeting on October 19th, 2011

Commissioner Huntington reported he attended the SAC meeting on October 19th, 2011

Commissioner Hart reported he and Commissioner Huntington attended the KEDA (Kitsap Economic Development Alliance) meeting at the Kiana Lodge. Found it extremely interesting.

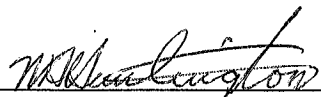
Commissioner Screws attended the SAC meeting on October 19th, 2011; she also stated she had attended the WASWD meeting.

ADJOURN

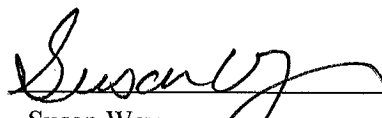
The meeting was dismissed at 5:35 p.m.



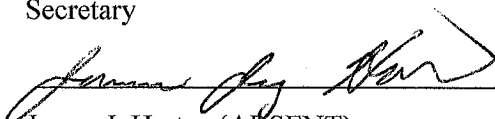
Jeannie Screws
Chairperson



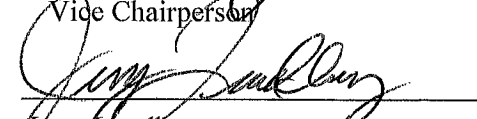
William H. Huntington
Secretary



Susan Way
Vice Chairperson



James J. Hart (ABSENT)
Commissioner



Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
NOVEMBER 07, 2011 WSUD BOARD MEETING**

NOVEMBER 2011 PAYROLL:	91926	WSUD	N/A
	91928	SKWRF	N/A

ACCOUNTS PAYABLE:	<u>VOUCHER NUMBERS</u>	
91926	19952 - 19981	76,867.66
WSUD	19983 - 20003	10,859.62
GENERAL FUND	20004 - 20019	112,834.13
	TOTAL 91926:	200,561.41

91928	10710 - 10733	27,476.30
SKWRF	10734 - 10752	24,005.04
GENERAL FUND	10753 - 10767	50,955.35
	TOTAL 91928:	102,436.69

91932	10708 - 10709	1,800.77
SKWRF ER FUND		
	TOTAL 91932:	1,800.77

91933	19950 - 19951	626.00
WSUD	19982	248,736.68
CONSTRUCTION		
	TOTAL 91933:	249,362.68