

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, December 19th, 2011

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

Attending: Michael Wilson, General Manager
John Poppe, SKWRF Plant Manager
Brent Winters, Operations Manager
Denita Patton, Finance Manager
Sue Fowler, Customer Service Manager
Richard Gross, District Attorney

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 December 5th, 2011

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

Jerry Lundberg, Commissioners Position 2 – Oath of Office

The Commissioners concurred that this would be tabled until the January 3rd, 2012 meeting.

Resolution 331-11, Accept Completion of Firmont Beach Water Main Project

Commissioner Hart moved to approve Resolution 331-11, Commissioner Way seconded. Commissioners approved Resolution 331-11, passed unanimously.

Resolution 335-11, Legal Services Contract-Rick Gross

Commissioner Hart moved to approve Resolution 335-11, Commissioner Huntington seconded. Commissioners approved Resolution 335-11, passed unanimously.

Resolution 336-11, Employee Educational Assistance Program-Lorisa Watkins

No action was taken on Resolution 336-11.

Resolution 338-11, Capital Asset Policy

No action was taken on Resolution 338-11.

ATTORNEY'S REPORT

Attorney Gross reported he had been working with General Manager Wilson regarding the Board Rules and the Attorney's Contract.

PLANT MANAGERS REPORT

Plant Manager Poppe reported on the following:

- Plant Manager Poppe had nothing else to report at this time, everyone is working on end of the year projects. The plant is operating well.

OPERATION MANAGER'S REPORT

Operations Manager Brent Winters reported on the following:

- Well 21 Rehab status - the bid documents have been sent to all the well drillers on our small works roster. The bidding closes January 6th, 2012 at 4:00 p.m.
- The Water Comp Plan is under way. Kyle and Darren are providing information on production and modeling.
- Water main valve exercising is still in progress-about 2/3rd complete.
- Ron and Dustin have been working together to upload computer programming at Crownwood and Brada lift stations. This is something that hasn't been done since installation. They're also making a fuse inventory and purchase for all sewer and water plants to improve reliability.

FINANCE MANAGER'S REPORT

Finance Manager Patton reported on the following:

- Reported there were 50 applicants for the Plant Maintenance Technician position.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported on the following:

- Working with HDR regarding information for the water comp plan.
- The auditor was here today to audit Hartstene Point Water Sewer District.
- The audit of all sewer permits has been completed and those permits needing to be issued refunds have been submitted to the Finance Department.

GENERAL MANAGER'S REPORT

General Manager Wilson reported on the following:

- The 2012 budget dollars are being entered into Springbrook software and going well.
- General Manager Wilson has been reviewing the Policy and Procedures for the District.

APPROVAL OF DISTRICT PAYROLL & ACCOUNTS PAYABLE VOUCHERS

Commissioner Way moved to approve the Payroll and Vouchers. The motion seconded by Commissioner Hart, passed unanimously.

COMMISSIONER'S REPORT

Commissioner Screws made comment to the nice note received from Brandon Adams/General Contractor for Advantage Construction Co., regarding Debbie Raymond. The Commissioner's appreciate her dedicated consistency of Customer Service to the District, thank you Debbie.

Commissioner Huntington thanked the District for 18 short years, "this is my last meeting and I just wanted to say I will miss the staff and the District".

Commissioner Way attended the Washington Association of Sewer and Water Districts meeting and also had a tour of the South Kitsap Water Reclamation Facility.

Commissioner Hart also attended the Washington Association of Sewer and Water Districts meeting and had a tour of the South Kitsap Water Reclamation Facility.

Executive Session

Executive Session was called at 5:30 p.m. for 40 minutes to discuss staff Performance Evaluations.

Resolution 338-11, Change Job Classification & Salary Increase-Kyle Galpin

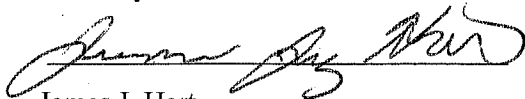
The Board exited from executive session at 7:15 p.m. Commissioner Hart moved to approve Resolution 338-11; Commissioner Huntington seconded the motion passed unanimously.

ADJOURN


Commissioner Lundberg moved to adjourn the Board meeting, Commissioner Hart seconded the motion. Meeting adjourned at 7:20 p.m.


Jeannie Screws
Chairperson

William H. Huntington
Secretary


James J. Hart
Commissioner

Susan Way
Vice Chairperson


Jerry Lundberg
Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
DECEMBER 19, 2011 WSUD BOARD MEETING**

DECEMBER 2011 PAYROLL:	91926	WSUD	111,936.61
	91928	SKWRF	58,502.30

ACCOUNTS PAYABLE:		VOUCHER NUMBERS	
91926		20083 - 20104	11,173.67
WSUD		20106 - 20130	10,103.61
GENERAL FUND			
		TOTAL 91926:	21,277.28

91928		10833 - 10856	23,591.29
SKWRF		10857 - 10876	55,945.79
GENERAL FUND			
		TOTAL 91928:	79,537.08

91933		20105	448.76
WSUD			
CONSTRUCTION			
		TOTAL 91933:	448.76