

WEST SOUND UTILITY DISTRICT  
Minutes of Regular Meeting of the Board of Commissioners  
Held in Office Building  
2924 SE Lund Avenue, Port Orchard, WA 98366  
Monday, March 1, 2010

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Chairperson: James Hart  
Vice Chairperson: Bill Huntington  
Secretary: Susan Way  
Commissioner: Jeannie Screws  
Commissioner: Jerry Lundberg

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Attending: Larry Curles, General Manager  
John Poppe, Plant Manager  
Denita Patton, Finance Manager  
Sue Fowler, Customer Service Manager  
Debbie Raymond, Customer Service Specialist

The meeting was called to order by Commissioner Hart at 4:30 PM

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Approval of Board Minutes of February 16, 2010

Commissioner Way moved to approve the minutes of the February 16, 2010 Board meeting. The motion, seconded by Commissioner Screws, passed with four ayes and no nays. Commissioner Huntington abstained.

Excuse Commissioner Huntington from his February 16<sup>th</sup> absence, due to illness

Commissioner Way moved to excuse Commissioner Huntington from the February 16<sup>th</sup> meeting, due to illness. The motion, seconded by Commissioner Lundberg, passed with four ayes and no nays. Commissioner Huntington abstained.

Resolution 188-10 Step Increase for Deena Carpenter

Ms. Deena Carpenter has received a favorable evaluation and has been recommended for her annual step increase. Commissioner Way moved to approve Resolution 188-10 to promote Customer Service Assistant Deena Carpenter to Step 3 of Pay Grade 7 with a wage of \$3,057.60

per month (\$17.64/hour). The motion, seconded by Commissioner Lundberg, passed with four ayes and no nays. Commissioner Screws abstained.

#### Resolution 189-10 Implementing NIMS

Resolution 189-10 replaces the Annapolis Water District resolution to implement the National Incident Management System (NIMS), as required by FEMA. Commissioner Screws moved to approve Resolution 189-10 to implement NIMS. The motion, seconded by Commissioner Way, passed unanimously.

#### Resolution 190-10 Majority Vote Referendum

The District was advised by the State Department of Retired Systems (DRS) that the State does not provide for the Divided Vote Referendum in adopting Social Security. Commissioner Huntington moved to adopt Resolution 189-10 to schedule a Majority Vote Referendum to comply with the DRS requirements. The motion, seconded by Commissioner Screws, passed unanimously.

#### Resolution 191-10 Repealing Resolution 185-10

Commissioner Screws moved to adopt Resolution 191-10 to repeal Resolution 185-10 that established the Divided Vote Referendum process. The motion, seconded by Commissioner Way, passed unanimously.

#### Resolution 192-10 Approval of Increases Cost for HDR Construction Administration of \$11,283.90

Commissioner Way moved to adopt Resolution 192-10 to increase the compensation for HDR Engineers by \$11,283.90 for construction management of the Reclaimed Water Distribution System. The motion, seconded by Commissioner Huntington, passed unanimously.

#### Resolution 193-10 Approval of Change Order 1, Reclaimed Water Distribution System for \$12,734.66

The Reclaimed Water Distribution System contract has been completed and there is one change order to address unforeseen additional work. Commissioner Way moved to adopt Resolution 193-10 to increase the Reclaimed Water Distribution System contract cost by \$12,734.66 from \$239,039.46 to \$251,774.13. The motion, seconded by Commissioner Huntington, passed unanimously.

#### ATTORNEY'S REPORT

Attorney Gross was out of town and not able to attend the Board meeting.

## PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The treatment plant is running well.
- The plant will hire a temporary worker to help maintain the landscaping. It will also use a contractor to trim the trees this year.
- The staff is operating the Hartstene Pointe wastewater treatment plant. The new computer control system is operational and functioning. The staff will monitor the effluent pumps to verify their adequacy. The Hartstene Pointe Board has authorized the replacement of the chlorine injectors which reflects their proactive approach to proper maintenance.
- Having been told that the blowers were delayed again, plant Manager Poppe called the manufacturer to express his concern. The company paid for him to come to Houston to inspect the facility and to verify the status of the order. The manufacturing plant is over-extended due to unexpected large number of orders for the blowers. The District's order should be assembled by March 15<sup>th</sup>.
- Washington State Parks wants the District to operate the Blake Island system for the summer 6-months. The District will inspect the facility and provide a cost estimate to Parks.
- The pre-hearing negotiations for the District appeal to Hartstene Pointe's NPDES process continues. CH2M-Hill and other agencies want to assist the District in this endeavor.
- The District has been invited to present a technical paper in Hawaii on energy options to various Hawaiian Utilities. This is not budgeted, but is important. Plant Manager Poppe will forego his attendance at the annual WEF TEC conference to pay the cost of this conference.
- In order to break the dead lock with the Ecology staff on the biosolids permits, the City and District are working with the Office of Regulatory Assistance. Plant Manger Poppe is providing the State staff with the documents showing that it has complied with all requests for information.

## OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern was not able to attend the meeting due to illness.

## FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported on the following issue:

- She and her staff are reviewing the Personnel Manual that is being updated.
- Work on the Annual Report continues.
- A quality control check has been completed on the construction fund in preparation for the next bond-funded projects.

## CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- The Employees Appreciation Dinner is Friday.
- Late fees have been implemented for Hartstene Pointe.
- The new sewer fee for West Sound has been implemented.

## GENERAL MANAGER'S REPORT

General Manager Curles reported on the following:

- The District will participate in the September 22<sup>nd</sup> Countywide earthquake drill.
- The Spring newsletter will be prepared. It will discuss the potential drought and its affect on the District.
- General Manager Curles met with the Tribal staff to discuss stream flow augmentation. The staff supports the District's efforts.
- The District is progressing on several projects, which include: a new Salmonberry generator, the Kerry Lane Water Main, the Country Junction Water Main, and drilling Well 22.
- The District's web site has been updated and a new web site for Hartstene Pointe has been developed.

The District has received a cost estimate to investigate the workplace for a hostile environment (acceptance of sexual harassment). Commissioner Lundberg moved to retain Attorney Jennifer Willner to review the District claim history and interview its employees to determine if the District has adequate policies and rules to maintain a proper work environment. The motion, seconded by Commissioner Way, passed unanimously.

## SIGN VOUCHERS AND RESOLUTIONS

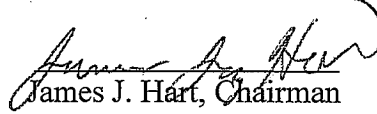
The Board signed the accounts payable vouchers, as indicated on the attached summary sheet.

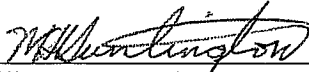
## COMMISSIONER'S REPORT

- Commissioner Screws attended the Section 2 meeting of the Washington Association of Sewer and Water Districts.
- Commissioner Way attended the Section 2 meeting of the Washington Association of Sewer and Water Districts.
- Commissioner Lundberg inquired about the possible cost of reclaimed water. The General Manager stated that he expects it to be less than the cost of potable water.
- Commissioner Hart attended the Section 2 meeting of the Washington Association of Sewer and Water Districts.

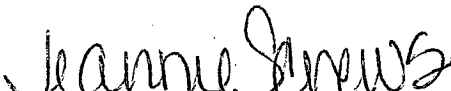
ADJOURN

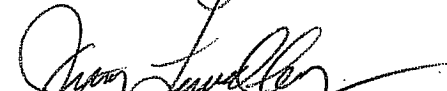
Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 5:30 p.m.

  
James J. Hart, Chairman

  
William H. Huntington, Vice Chairman

  
Susan Way, Secretary

  
Jeannie Screws, Commissioner

  
Jerry Lundberg, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
MARCH 01, 2010 WSUD BOARD MEETING**

<b>MARCH 2010 PAYROLL:</b>	<b>91926</b>	<b>N/A</b>
	<b>91928</b>	<b>N/A</b>

<b>ACCOUNTS PAYABLE:</b>		<b>VOUCHER NUMBERS</b>	
	<b>91926</b>	17891 - 17913	18,505.84
		17914 - 17933	69,153.31
			<hr/>
		<b>TOTAL 91926:</b>	<b>87,659.15</b>
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	<b>91928</b>	8992 - 8994	420.39
		8996 - 9012	15,877.59
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		<b>TOTAL 91928:</b>	<b>16,297.98</b>
			<hr/>
	<b>91932</b>	8995	2,107.65
		9013 - 9014	21,696.23
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		<b>TOTAL 91932:</b>	<b>23,803.88</b>
			<hr/>
	<b>91933</b>	17889 - Void	
		17890	1,969.42
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		<b>TOTAL 91933:</b>	<b>1,969.42</b>