

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, April 5, 2010

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

Attending: Larry Curles, General Manager
John Poppe, Plant Manager
Joe Redfern, Operations Manager
Denita Patton, Finance Manager
Sue Fowler, Customer Service Manager
Tracy Fantz, Assistant Finance Manager
Richard Gross, District Attorney

Also in attendance were Ms. Linnie Griffin, Mr. and Mrs. Huff, and Ron Martin.

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 March 15, 2010

Commissioner Way moved to approve the minutes of the March 15, 2010 Board meeting. The motion, seconded by Commissioner Screws, passed unanimously.

Mr. Rocky Huff Reconsideration of Claim Denial

The Huff's own a Honda Civic with low profile tires. As Mrs. Huff was driving in parking lot of Wal-Mart (Cathie Avenue), she reported she hit a pothole and damaged her car. The Huffs reported this to Kitsap County who directed them to West Sound Utility District. The District investigated and stated that the District was not responsible for the pothole or the car damage. The Huff's felt that the matter was not properly investigated and requested reconsideration from the Board of Commissioners. The Board directed the matter be sent to the Risk Pool for its determination.

Mr. Lowell Ostheller, Family Dentistry, 3280 Lund Avenue; Sewer Billing Policy

Mr. Ostheller requested to be on the agenda to complain about the District billing policy for commercial accounts. He did not attend the meeting. The Board discussed the billing policy and made no changes to it.

Resolution 199-10, Authorizing the Replacement of the Salmonberry Generator

The District contacted four firms to replace the Salmonberry 100 kW generator. The firms responded, each offering a different generator. The lowest price was Ahearn Electric with a 100 kW generator. Tacoma Diesel offered the second lowest price which included a 200 kW generator. Tacoma Diesel submitted a letter stating that it had assumed the "worst case" and did not provide for sequencing the turning on of electrical equipment. In comparison, Ahearn Electric assumed that the various equipment operated by the new generator would be sequenced to come on one at a time; thus, allowing a 100 kW generator to meet the District needs. The District did not specify either way; other than to replace the 100 kW generator.

After discussion with Electronics Technician Ron Martin and the staff, the Board decided to install a 100 kW generator. Commissioner Huntington moved to approve Resolution 199-10 to purchase the 100 kW generator from Ahearn Electric for a price of \$50,581 plus tax. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 194-10 Surplus Equipment

The Board was advised that it had specific equipment that was no longer needed. Commissioner Screws move to approved Resolution 194-10 to declare the following equipment surplus to the needs of the District and to authorize its disposal.

- A. 1997 Jeep Cherokee VIN 1J4FJ28S1VL516201
- B. 1999 Dodge Pick Up Truck, VIN 3B7KF26Z9XM551592
- C. Uniforms from Annapolis Water District and Karcher Creek Sewer District.

The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 197-10 Step Increase for Erasma Elliott

Accounting Specialist Elliott has received a favorable annual evaluation and has been recommended for her step increase. Commissioner Way move to approve Resolution 197-10 to promote Erasma Elliott to Accounting Specialist Step 5, Pay Grade 10. The motion, seconded by Commissioner Huntington, passed with 4 ayes and no nays. Commissioner Screws abstained from voting.

Resolution 198-10, Awarding Drilling Well 22

The District received two bids to drill deep Well 22. The bid results were as follows:

Boart Longyear Bid Price: \$628,283
Schneider Equipment: Bid Price \$711,820
District Estimate: \$569,200

Commissioner Huntington moved to approve Resolution 198-10 to award the drilling of Well 22 to the low bidder, Boart Longyear Company for a contract price of \$628,283 plus State sales tax. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 200-10, Approving Change Order 2, Reclaimed Water Pipeline

The General Manager reported that the amount for Change Order #1 was incorrect in Resolution 193-10. The project is complete and the second change order has been finalized. Commissioner Huntington moved to approved Resolution 200-10 to approve Change Order #1 (\$13,542.43) and Change Order #2 (31,365.54) for a final contract price of \$283,581.99. Resolution 200-10 repeals Resolution 193-10. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 201-10 Accepting the Deepening of Well 9 Contract

It was reported that Well #9 is completed. Commissioner Screws moved to approve Resolution 201-10 to accept the completion of the deepening of Well #9 for a final contract amount of \$116,295.50 plus State sales tax. The motion, seconded by Commissioner Huntington, passed unanimously.

Schedule Special Meeting April 12, 2010

The Board discussed various dates for a special meeting in which to hold an executive session on personnel matters. Scheduling conflicts prevented April 12th as the date. A new date will be determined that week and scheduled accordingly.

ATTORNEY'S REPORT

Attorney Gross and Finance Manager Patton have submitted all the necessary documents to the State to have the Social Security referendum on August 2nd.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- Two employees are on extended medical leave.
- The turbine blower has arrived and is being installed.
- Maintenance projects are on-going

- December 2010 is the estimated date for the start up at Larrabee State Park.
- It is anticipated that the work at Fort Flagler State Park will be completed in December.
- The State has yet to submit a draft contract for the District's assistance at Blake Island State park.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Flushing of the water system continues.
- The soft start electronics at Well 20 has been replaced.
- The repairs on the Salmonberry roof starts on April 6th.
- The work on Well 22 will start on April 15th.
- The sewer crew continues completing work orders.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported on the following issue:

- Work on the Annual Report continues.
- The District received 32 applications for summer employment.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- Customer Service Manager Fowler attended a management class titled Cultivating Success, which was very worthwhile.

GENERAL MANAGER'S REPORT

General Manager Curles reported on the following:

- The District will submit the Firmont Beach water main in the next cycle for Public works Trust Fund loans.
- The property owner at 3903 Castlewood has a fence that encroaches on District property. The District will offer an annual rent for the use of this land. If that is not accepted by the property owner, the District will require him to remove the fence.
- The cost estimate for the new dump truck is exceeding the budget amount. The Board recommended looking at the used trucks at Pape's in Tacoma.
- The District has declined participation in the Great Peninsula Festival this summer. The fee was \$750 plus costs to set up the booth.

SIGN VOUCHERS AND RESOLUTIONS

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

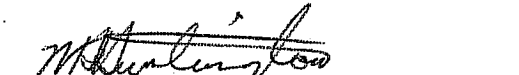
COMMISSIONER'S REPORT

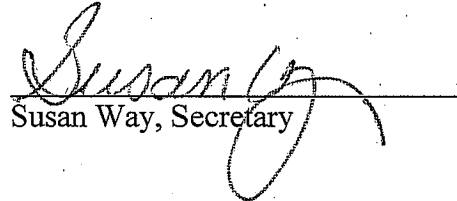
- Commissioner Screws briefed the Board on the recent change of leadership in the Washington Association of Sewer and Water Districts (WASWD).
- Commissioner Way attended the Section 2 meeting and WASWD Board meeting.
- Commissioner Hart attended the Risk Pool meeting, Section 2 meeting and WASWD Board meeting. He was impressed with the training proposals of the new Risk Pool director.

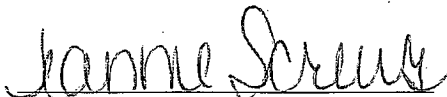
ADJOURN

Commissioner Huntington moved to adjourn the Board meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 6:00 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
APRIL 5, 2010 WSUD BOARD MEETING**

APRIL 2010 PAYROLL:	91926	N/A
	91928	N/A

ACCOUNTS PAYABLE:		VOUCHER NUMBERS	
	91926	18000 - 18015	40,455.28
		18016	2,227.85
		18017 - 18042	20,193.54
			<hr/>
		TOTAL 91926:	62,876.67

	91928	9057 - 9069	3,764.58
		9071 - 9088	10,476.20
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		TOTAL 91928:	14,240.78

	91932	9070	7,851.78
		9089 - 9090	97.31
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		TOTAL 91932:	7,949.09