

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, May 3, 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
Debbie Raymond, Customer Service Specialist
Richard Gross, District Attorney

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 April 19, 2010

Commissioner Huntington moved to approve the minutes of the April 19, 2010 Board meeting. The motion, seconded by Commissioner Way, passed unanimously.

Report on the Huff Claim

The Risk Pool has completed its review of the claim from Mr. and Mrs. Huff that the District was at fault for damage to their car. The Risk pool concurred with the District that the damage was not a District responsibility. A copy of the Risk Pool letter report was mailed to the Huff's.

Resolution 204-10 Step Increase for Heidi Hill

Office Assistant Hill has received her annual evaluation and has been recommended for her step increase. Commissioner Way moved to approve Resolution 204-10 to promote Office Assistant

Hill to Step 4 of Pay Grade 1. The motion, seconded by Commissioner Huntington, passed with four ayes and Commissioner Screws abstaining.

Resolution 205-10 Clarification of Grant Recipient Designation

In order to properly book the asset value of the reclaimed water system, the District needs to clearly state that the South Kitsap Water Reclamation Facility is the recipient of the Ecology grants. Commissioner Huntington moved to approve Resolution 205-10 that clarifies that the treatment plant is the recipient of the Department of Ecology grants. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 206-10 Revising the District Wage Scale

The District has been reorganized to reflect the consolidation of the water and sewer crews and the reduction of pay to specific employees. Commissioner Way moved to approve Resolution 206-10 which modifies the 2010 wage scale and the pay grades/step of individual employees. The motion, seconded by Commissioner Huntington, passed with four ayes and Commissioner Screws abstaining.

Authorize Submittal of the PWTF loan application for Firmont Beach Water Main

General Manager Curles recommended that the District submit the Firmont Beach water main project for the next round of Public Works Trust Fund loans. Commissioner Screws moved to authorize the PWTF application for the Firmont Beach Water System Replacement. The motion, seconded by Commissioner Way, passed unanimously.

ATTORNEY'S REPORT

Attorney Gross prepared a lease agreement to allow the property encroachment of the home at 3903 Castlewood Drive. The document has been mailed to the property owner.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- The plant still has two employees on sick leave. It is using contract workers to address maintenance issues.
- The plant is working with the University of Washington to have a "Boot Camp" on May 11th from 10 AM to 2 PM. Graduate students will learn about the plant and do individual projects.
- The blower is installed, but cannot operate on a sustained basis until it gets a discharge valve, which is on order.
- The paperwork for biosolids land application has been transferred to Olympia for processing. This should commence in mid-May.

- Ch2M-Hill is meeting with the Department of Ecology director to discuss the proposed Department policy to require the operator to be on the NPDES permit. This is the issue the District is appealing.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Flushing of the water system will soon end for the summer. The lower zone will be flushed after the summer.
- The interior of the Salmonberry 2 MG Tank has commenced. The passageway into the tank is welded back in place. The exterior painting will be completed after the interior painting.
- The contractor for Well 22 has commenced work. However, a pump failed and the work has stopped.
- The Salmonberry generator has been ordered.
- Work on sewer work orders and main maintenance continues.
- The Veterans Home hired the District to repair a serious water leak, which has been completed.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported on the following issue:

- The District received 76 applications for summer employment.
- The social security workshop is scheduled for May 20th.
- She and one of her staff members will be at the Springbrook Conference in Portland.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- The Hartstene Pointe billings went out this month and includes the District's first shut off notices.
- Water Week is the first week of May.
- Two of her staff members will be at the Springbrook Conference in Portland.
- Customer Service Manager Fowler enjoyed the WASWD Spring Conference and found it very worthwhile.

GENERAL MANAGER'S REPORT

General Manager Curles reported on the following:

- Kitsap County has inquired about the District's policy on serving package plants in the UGA.

- The District will increase its contribution to Water Festival to \$500 for this year.
- The F550 dump truck has been ordered and will be here in May. A used F550 was purchased instead of a new truck.
- The District is working on the STAG grant application with the EPA.

SIGN VOUCHERS AND RESOLUTIONS

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

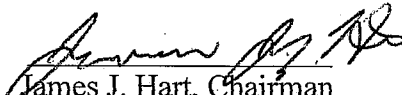
COMMISSIONER'S REPORT

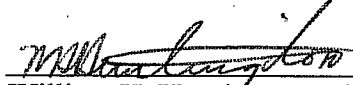
- Commissioner Screws attended several meetings for the Washington Association of Sewer and Water Districts (WASWD) and attended its Spring Conference in Ocean Shores. It was a very successful conference.
- Commissioner Way attended the WASWD Spring Conference.
- Commissioner Huntington complimented the staff on the Spring Newsletter and it received several compliments
- Commissioner Hart attended the WASWD Spring Conference. He and Commissioner Huntington also attended the Port of Bremerton's Job Seminar with other Kitsap County officials and leaders.

Commissioners Screws, Way, Hart and Huntington will also attend the Suquamish Tribe function on May 14th.

ADJOURN

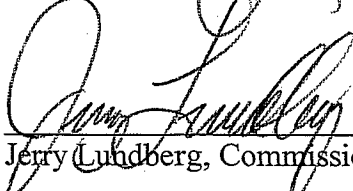
Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Huntington, passed unanimously. The meeting was adjourned at 5:15 p.m.


James J. Hart, Chairman


William H. Huntington, Vice Chairman


Susan Way, Secretary


Jeannie Screws, Commissioner


Jerry Lundberg, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MAY 03, 2010 WSUD BOARD MEETING**

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

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	18114 - 18143	56,730.94
	18144 - 18162	24,614.40
	TOTAL 91926:	81,345.34
91928	9136 - 9156	17,808.09
	9160 - 9173	4,794.68
	TOTAL 91928:	22,602.77
91932	9157 - 9159	543.18
	9174	23.64
	TOTAL 91932:	566.82