

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, June 7, 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
Tracy Fantz, Assistant Finance Manager
Sue Fowler, Customer Service Manager
Deena Carpenter, Customer Service Specialist
Richard Gross, District Attorney

Also in attendance were: Ms. Linnie Griffin Brian Smalley
Ms. Bonnie Pope Jerald Johnson

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 May 17, 2010

Commissioner Huntington moved to approve the minutes of the May 17, 2010 Board meeting. The motion, seconded by Commissioner Way, passed unanimously.

Jerald Johnson Appeal to Disciplinary Action
Brian Smalley Appeal to Disciplinary Action

The Board received the appeals to disciplinary action from Jerald Johnson and Brian Smalley. A special meeting was scheduled at 5 PM, Monday, June 14, 2010 to review the appeal from Brian Smalley and the appeal from Jerald Johnson.

Resolution 211-10 Accepting the Salmonberry Tank Repairs

The General Manager reported that the repairs of the Salmonberry Water Tank have been completed without a change order and the tank is now back on line. Commissioner Huntington moved to approve Resolution 211-10 to accept the Salmonberry Tank Repair contract. The motion seconded by Commissioner Way, passed unanimously.

Resolution 212-10 Step Increase for Laboratory Technician Watkins

Lab Technician Watkins has received her annual evaluation and has been recommended for her step increase. Commissioner Way moved to approve Resolution 212-10 to promote Lab Technician Watkins to Step 7, Pay Grade 14 effective June 1, 2010. The motion, seconded by Commissioner Huntington, passed with 4 ayes and no nays. Commissioner Screws abstained.

Resolution 213-10 Step Increase for Customer Service Representative Raymond

Customer Service Representative Raymond has received her annual evaluation and has been recommended for her step increase. Commissioner Huntington moved to approve Resolution 213-10 to promote Customer Service Representative Raymond to Step 7, Pay Grade 8 effective June 1, 2010. The motion, seconded by Commissioner Way, passed with 4 ayes and no nays. Commissioner Screws abstained.

Resolution 214-10 Step Increase for Customer Service Assistant Seymour

Customer Service Assistant Seymour has received her annual evaluation and has been recommended for her step increase. Commissioner Way moved to approve Resolution 214-10 to promote Customer Service Assistant Seymour to Step 6, Pay Grade 10 effective June 1, 2010. The motion, seconded by Commissioner Huntington, passed with 4 ayes and no nays. Commissioner Screws abstained.

Resolution 215-10 Step Increase for Electronics Technician Morrell

Electronics Technician Morrell has received his annual evaluation and has been recommended for his step increase. Commissioner Way moved to approve Resolution 215-10 to promote Electronics Technician Morrell to Step 5, Pay Grade 16 effective June 1, 2010. The motion, seconded by Commissioner Huntington, passed with 4 ayes and no nays. Commissioner Screws abstained.

Resolution 216-10 Authorizing PWTF Contract Assignments

The Public Works Board is transferring the Public Works Trust Fund (PWTF) loans from Annapolis Water District and Karcher Creek Sewer District to West Sound Utility District. The required documents have been signed and this resolution affirms that action. Commissioner Screws moved to approved Resolution 216-10 to authorize the PWTF contract assignments. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 217-10 Authorize Hiring Summer Workers

Commissioner Huntington moved to approve Resolution 217-10 to authorize the hiring of the following temporary workers for the summer:

Robert Gole
Keith Ramsdell
Seathian Jomer Siasat
Grace Campbell

The motion, seconded by Commissioner Way, passed with 4 ayes and no nays. Commissioner Screws abstained.

Reschedule July 5th Board Meeting to July 6th

Monday July 5th is a national holiday to celebrate Independence Day which is Sunday July 4th. The Board concurred with reschedule its meeting to 4:30 July 6th.

ATTORNEY'S REPORT

Attorney Gross noted that the Commissioners should review the disciplinary file prior to the appeal hearing. He also requested, and the Board concurred to have the meeting at 5 PM rather than 4:30 PM.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- One employee remains out on a disability.
- The last remaining part for the blower is due next week.
- The Plant Manager shared the University of Washington's students report on its Boot Camp at the plant.
- The Puget Sound Energy conference in Bellevue was well received and the District received many compliments.
- Ecology is processing the biosolids land application permit.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- The work for the Salmonberry Tank Repairs has been completed.
- Well 22 continues. The deep drilling rig has departed and next week, the plumbness of the hole will be checked.

- The Salmonberry Generator is due in July.
- The wallboard in the kitchen has been replaced. The repair work continues.
- The District Safety program will host classes on confined space entry and defensive driving.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton is at the GFOA conference in Atlanta. Assistant Finance Manager Fantz reported on the following:

- The 1999 Dodge pickup truck sold for \$4,465 at Stokes Auction
- The 2009 Annual Report has been submitted to the State.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler provided the Board a report on water shut-offs.

GENERAL MANAGER'S REPORT

General Manager Curles reported on the following:

- For 2010, the District will have to pay a premium for its Retro Program. Commissioner Screws noted that this is unusual and that Retro is still a benefit to the District by sharing the loss risk and capping potential losses.
- The Firmont Beach Water Main project did not get funded by the Drinking Water Revolving Fund.
- The Hartstene Island Board requested a joint meeting with the Board. It was tentatively agreed to have a joint meeting on the 2nd Monday of July.
- The County's stormwater culvert project on Converse is conflicting with the District water mains. Corrective action is being taken.
- There is a Sewer Advisory Committee meeting next Wednesday.

SIGN VOUCHERS AND RESOLUTIONS

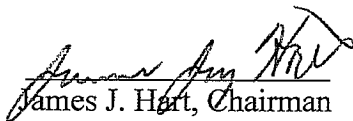
The Board signed the accounts payable vouchers, as indicated on the attached summary sheet.

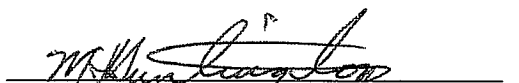
COMMISSIONER'S REPORT

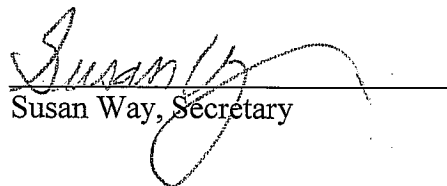
- Commissioner Screws is working on the selection of a new Executive Director for the Washington Association of Sewer and Water Districts (WASWD).
- Commissioner Huntington noted that a sewer district is associated with the defunct Woods View project. No one knows who that district is.
- Commissioner Hart noted that the water leak in the kitchen was significant and mold had started to grow.

ADJOURN

Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Huntington, passed unanimously. The meeting was adjourned at 5:07 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
JUNE 07, 2010 WSUD BOARD MEETING**

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

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	18216 - 18237	67,621.62
	18239 - 18271	32,598.21
	18275 - 18301	45,087.91
	TOTAL 91926:	145,307.74

91928	9214 - 9229	11,410.81
	9233 - 9246	6,623.73
	9249 - 9260	11,096.94
	TOTAL 91928:	29,131.48

91932	9230 - 9232	728.97
	9247 - 9248	167,606.16
	9261 - 9263	12,879.65
	TOTAL 91932:	181,214.78

91933	18238	326.75
	18272 - 18274	181,330.91
	TOTAL 91933:	181,657.66