

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, January 5, 2009

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

Attending: Larry Curles, General Manager
John Poppe, Plant Manager
Joe Redfern, Operations Foreman
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 Lundberg at 4:30 PM

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Approval of Board Minutes of December 16th

Commissioner Hart moved to approve the minutes of the December 16, 2008 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Screws, passed unanimously.

Resolution 86-09 Step Increase for Bryan Gallagher

Operator Gallagher has received his annual evaluation and has been recommended for his wage step increase. Commissioner Hart moved to approve Resolution 86-09 to promote Wastewater Treatment Plant Operator Bryan Gallagher to Step 7, Pay Grade 14. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 87-09 Step Increase for Deborah Didiez

Accounting Clerk Deborah Didiez has received her annual evaluation and has been recommended for her wage step increase. Commissioner Screws moved to approve Resolution 87-09 to promote Accounting Clerk Deborah Didiez to Step 7, Pay Grade 7. The motion, seconded by Commissioner Hart, passed unanimously.

Resolution 88-09 Acceptance of the Catholic Church Water Main

The General Manager reported that the water main and hydrants that serve St Gabriel's Catholic Church at 1150 Mitchell Road had never had its project acceptance completed. It was recommended that the District maintain this water system. Commissioner Hart moved to accept the water main and hydrant assemblies that serve St Gabriel's Catholic Church at 1150 Mitchell Road. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 89-09 Step Increase for Andrew Secor

Utility Specialist Sewer I Andrew Secor has received his annual evaluation and has been recommended for his wage step increase. Commissioner Screws moved to approve Resolution 89-09 to promote Utility Specialist Sewer I Andrew Secor to Step 5, Pay Grade 8. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 90-09 Step Increase for John Tapia

Sewer Utility Supervisor John Tapia has received his annual evaluation and has been recommended for his wage step increase. Commissioner Hart moved to approve Resolution 90-09 to promote Sewer Utility Supervisor John Tapia to Step 5, Pay Grade 15. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 91-09 Sedgwick-WSDOT Utility Construction Agreement

The General Manager reported that this document is needed by Washington State Department of Transportation (WSDOT) in order for its Sedgwick Road Widening contract to be advertised this month. The District's water and sewer projects will be included in the State contract as a cost savings measure for the District.

On December 30, 2008 Commissioner Lundberg and General Manager Curles met with WSDOT staff in Tumwater. WSDOT was mandating that the 2,200 feet of AC water main be removed from the Sedgwick Right of Way and that the abandoned PVC water main be filled with concrete grout. Also in attendance at the meeting were State Senator Kilmer, Representative Seaquist, HDR Engineer Hansen and the District lobbyist Rick Jensen. The WSDOT staff and Regional Administrator were adamant that the two pipes had to be removed or destroyed because they were less than the State depth standards of 5 feet deep under the roadway and 42 inches under the shoulder. The District pointed out that the WSDOT depths were excessive and beyond any other depth requirements. It also argued that AC pipe was safe and it was only to be treated as a hazardous material if it was removed, which is what WSDOT is requiring. The District wanted to use these pipes in the future for fiber optic conduits or reclaimed water mains. The cost to remove these pipes is estimated to be \$200,000. With revenue bond costs, this could grow to be

almost \$500,000 with another \$500,000 to construct the future conduit or main when it is needed. WSDOT did not waiver and the District has to incur these costs.

The proposed agreement still needs to be clarified as to the delineation of responsibilities and costs paid to WSDOT. The General Manager asked for authority to have the agreement signed as soon as this is resolved. A delay in the processing of the agreement could be detrimental to the entire project.

Commissioner Hart moved to approve Resolution 92-09 to allow District acceptance of the Utility Construction Agreement for the Sedgwick Road project. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 92-09 Capital Outlay Purchase Policy

Resolution 92-09 would establish the Capital Outlay Purchase Policy for the District. It is the same policy for fixed assets as is currently used and was carried over from Karcher Creek Sewer District. Commissioner Hart moved to approve Resolution 92-09 to establish the Capital Outlay Purchase Policy. The motion, seconded by Commissioner Huntington, passed unanimously.

Proposal for Street Light at Beach Drive/Olney Avenue

The General Manager recommended to the Board that a street light be placed at the intersection of Beach Drive and Olney Avenue. This would enhance traffic safety and improve access to the Wastewater Treatment Facility. There was consensus of the Board to approve this light. The cost would be \$1,040. The neighbors will be so advised and the appropriate resolution will be on the next Board agenda.

ELECTION OF BOARD OFFICERS FOR 2009

The Board of Commissioners elects the Board leadership positions annually.

Commissioner Hart moved to elect Commissioner Lundberg as Chair of the Board. The motion, seconded by Commissioner Way, passed unanimously.

Commissioner Way moved to elect Commissioner Hart as Vice-Chair of the Board. The motion, seconded by Commissioner Huntington, passed unanimously.

Commissioner Hart moved to elect Commissioner Huntington as Secretary of the Board. The motion, seconded by Commissioner Way, passed unanimously.

ATTORNEY'S REPORT

The attorney for Mr. Gilstrap still has not contacted the District Attorney in regards to the property encroachment for the Krista Firs well. The District Attorney will advise him that a document will be filed with the Auditor that refers to the survey and the encroachment.

The Attorney will review the proposed Cricket Communications antenna lease for the Salmonberry Elevated Tank.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- The snow had made access to the Facility very difficult and had to be removed by hosing reclaimed water on the roadways.
- The Facility had not been able to transport biosolids for 2 ½ weeks. The hauling has resumed and extra resources are being used to catch up.
- The Facility has been able to reduce electrical power consumption in 2008.
- Ms. Stephanie Bailey of EPA toured the Facility.
- The CAHTS report to prove the biosolids are Class A was submitted to the Department of Ecology before Christmas.
- The Biosolids Land Application permit was submitted to the Department of Ecology before Christmas.
- The emergency generator panel has arrived. The required software is back ordered.
- The snow slowed the staff projects, but the last chlorine tank has been removed. That room will be used as an operations office.

Commissioner Hart recommended that the District contact the City of Port Orchard and investigate means to remove the snow from the driveways.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Redfern reported on the following:

- The water crew is prepared to resume flushing when the weather allows.
- During the snow emergency, the ice and snow on the roof damaged the gutters and various roof exhaust pipes at the Lund Avenue Facility. Quotes are being sought for the repairs and the Risk Pool will be notified.
- Utility Specialist Water II Kevin Long hurt both of his knees in an off-duty injury and will be on sick leave for four or more weeks.
- The snow emergency slowed the Converse Sewer Main project. The pump will arrive in January and that is the next major construction step in the project.
- During the snow emergency a tree had to be removed at the Grandridge sewer pump station before it could damage the facility.
- The crew continued working throughout the snow. Access to the pumps and wells was difficult due to the ice and snow.

The Board discussed various options to improve accessibility during the winter. One possibility is to get a snow plow.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Fowler reported that about 20 accounts have signed up for the Budget Billing program.

FINANCE MANAGER'S REPORT

Finance Manager Patton reported that the audit for 2006 and 2007 continues and the staff is responding to the document requests, while maintaining their daily responsibilities.

GENERAL MANAGER'S REPORT

The General Manger reported on the following:

- A letter of support for the Port of Bremerton's SEED project was prepared. The Board concurred with the letter and it will be sent to the Port.
- The next meeting on January 19th conflicts with Martin Luther King Jr. Day. The Board concurred with rescheduling the next meeting to 4:30 PM, Tuesday, January 20th.

COMMISSIONER'S REPORT

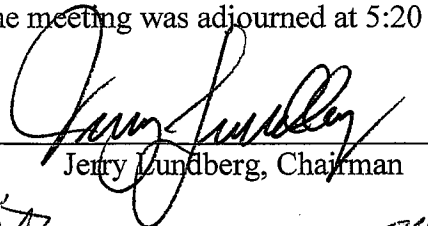
Commissioner Screws reported that the President of the Washington Association of Sewer and Water Districts is calling for meetings with her as Vice-President and the Director on days other than a standard committee meeting. She tried to arrange for meetings in the same day, but was unable to do. This will require her to attend more meetings. The Board concurred and felt it was important that the Commissioners have leadership roles in the water/sewer industry.

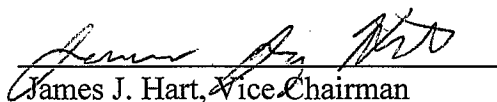
SIGN VOUCHERS AND RESOLUTIONS

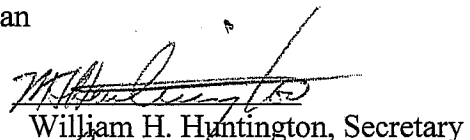
The Board signed the vouchers and payroll, as indicated on the attached summary sheet.

ADJOURN

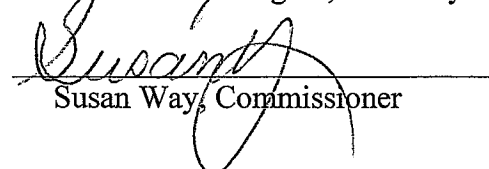
Commissioner Screws moved to adjourn the meeting. The motion, seconded by Commissioner Hart, passed unanimously. The meeting was adjourned at 5:20 PM.


Jerry Lundberg, Chairman


James J. Hart, Vice Chairman


William H. Huntington, Secretary

Jeannie Screws, Commissioner


Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
DECEMBER 16, 2008 WSUD BOARD MEETING**

DECEMBER 2008 PAYROLL:	91926	118,543.64
	91928	49,068.59

ACCOUNTS PAYABLE:		VOUCHER NUMBERS	
	91926	16208 - 16247	61,643.02
		16250 - 16273	37,428.58
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		TOTAL 91926:	99,071.60

	91928	7876 - 7901	33,493.82
		7903 - 7919	8,580.91
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		TOTAL 91928:	42,074.73

	91932	7902	179.59
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		TOTAL 91932:	179.59

	91933	16248 - 16249	28,636.38
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		TOTAL 91933:	28,636.38