

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
Tuesday, September 8, 2009

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

Attending: Larry Curles, General Manager
John Poppe, Plant Manager
Joe Redfern, Operations Foreman
Tracy Fantz, Assistant Finance Manager
Richard Gross, District Attorney
Debbie Raymond, Customer Service Specialist

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 August 17, 2009

Commissioner Huntington moved to approve the Board minutes of August 17, 2009. The motion, seconded by Commissioner Hart, passed unanimously.

Approval of Board Minutes of August 24, 2009

Commissioner Hart moved to approve the Board minutes of August 24, 2009. This meeting was a continuation of the August 17th meeting. The motion, seconded by Commissioner Huntington, passed unanimously.

Approval of Special Board Minutes of September 1, 2009

Commissioner Huntington moved to approve the Board minutes of September 1, 2009. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 150-09 Acceptance of the Colello Water Main Extension

The water main that was extended to serve 5747 Bethel Road has been completed. Commissioner Hart moved to approve Resolution 150-09 to accept the Colello Water Main Extension. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 151-09 Establishing Park System Standby Pay Scale

The purpose of Resolution 151-09 was to establish compensation for the District employee who is tasked with monitoring the SCADA systems for the State parks wastewater systems. The compensation was equal to 1-hour of the employee's basic wage per day of assigned duty. During discussion, Commissioner Screws noted that the District's standard standby pay is \$20. The Board has been approached about increasing the \$20 standby pay to \$30 for the water/sewer crew, but not the treatment plant crew. This disparity would result in three different stand-by rates. Commissioner Screws recommended that the issue be discussed at a later time during the budget process. During further discussion, it was noted that the Parks system monitoring expense would be reimbursed by the State as an operations cost.

The Board concurred to carry this proposed resolution to the September 21st meeting and take no action at this time.

Resolution 152-09 Mid-Year Modification to the 2009 Budget

The General Manager noted that this resolution would modify the 2009 budget as follows:

1. Budget amounts would be adjusted as discussed in the mid-year review.
2. The District would fund the Water Cycle Conference, and not the Plant.
3. Sexual Harassment Training would be funded for 2009.
4. The capital improvements would include repairing the roof of the Salmonberry 2 MG tank and installing mission dialers on the last four sewer pump stations.

Commissioner Screws moved to approve Resolution 152-09 to adjust the 2009 Budget. The motion, seconded by Commissioner Hart, passed unanimously.

Resolution 153-09 Modifying the 2009 Wage Scale

The General Manager noted that this resolution would modify the wage scale as follows:

1. The Operations Foreman would be an exempt employee.
2. Pay Grade 13, which is now unassigned, would be used for the future designation of Utility Specialist III.
3. The stand-by pay for the water/sewer crew would change from \$20 to \$30 per day.

The Board noted that Section 5 of this proposed resolution was part of the disparity that was discussed earlier.

Commissioner Screws moved to approve Resolution 153-09 to modify the 2009 wage scale, with the exception that Section 5 which increases the stand-by pay to \$30 be removed from the resolution. The motion, seconded by Commissioner Hart, passed unanimously.

Resolution 154-09 Clarifying Accrual of Sick and Vacation Leave

The General Manager noted that this resolution would modify the leave accrual as follows:

1. The accrual periods would be expressed in months of service instead of years of service.
2. Employees have to be in a pay status for at least 120 hours per month to accrue vacation and sick leave for that month.

Commissioner Screws moved to approve Resolution 154-09 to clarify the sick and vacation leave policy. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 155-09 Revising Policy for Travel Reimbursement

The General Manager noted that this revision clarifies that if the District reimburses an employee the cost of an airline or train ticket, when that employee takes a personal car on District business, the equivalent reimbursement would include the cost of the Kitsap Airporter to and from the terminal.

Commissioner Huntington moved to approve Resolution 155-09 to revise the policy for travel reimbursement. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 156-09 Revising Anti-Harassment Policy

Resolution 156-09 does not change the anti-harassment policy. It moves it in order to create its own section in the personnel manual. Commissioner Hart moved to approve Resolution 156-09 to revise the anti-harassment policy. The motion, seconded by Commissioner Screws, passed unanimously.

Approval of contract to PDH Construction for \$10,740.54 plus tax to excavate the base of the slope at the SKWRF parking lot.

The small works contract with PDH Construction would provide for expanded area by the Plant's parking lot. The slope near the natural gas meter would be cut back and stabilized with concrete blocks. Commissioner Huntington moved to approve the contract with PDH Construction to Resolution 155-09 to excavate the base of the slope at the SKWRF parking lot. The motion, seconded by Commissioner Hart, passed unanimously.

Discussion of the Kerry Lane Water System

There are five houses at the end of Kerry Lane each have a meter on Estonia Lane. Kitsap County is proposing a storm line across an easement which will disrupt these five water service lines. The meters were installed about 30-years ago, when the Estonia water main was the closest

source of water. The General Manager recommended that the District extend the Kerry Lane water main to serve these five homes so that the County construction does not disrupt their water service.

The Board concurred with including the Kerry Lane water main in the 2010 Budget.

ATTORNEY'S REPORT

District Attorney Gross has drafted new procedures for renting the District's public room and they are being reviewed by the staff. The item will be on the September 21st agenda.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- The outside maintenance work continues. Contractors are applying the deck coating as weather permits. The temporary worker is painting the exterior conduits.
- The Water-4-Life conference is being organized for October 27th, from 9 AM to 2:30 PM. Speakers will be from the EPA, Nike, General Electric, the University of Washington, and 21st Century technology company.
- The handrails are being installed on the digester.
- The staff is preparing the 2010 budget.
- The PSE-grant funded blowers have been ordered.
- The Fort Flagler operation is down to 2-days per week. The Larrabee State Park contract should commence in September or early October.
- The outfall repairs are completed. The bolts on the remaining portals have corroded and will be scheduled for replacement in future years.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- The Sedgwick Sewer construction has commenced.
- The entire Sedgwick Water pipe is now in the ground and that work is concluding.
- There was a 4-inch cast iron water main break at Lidstrom and Horstman Roads. The County's new pavement was damaged and will probably have to be replaced by the District.
- One of the Conifer sewer pumps failed and was changed out.
- August water consumption was 81,592,200 gallons, which was more than this time last year.
- Building 1 was "tagged" with graffiti and it has been removed.

FINANCE MANAGER'S REPORT

- Assistant Finance Manager Tracy Fantz had nothing to report.

CUSTOMER SERVICE MANAGER'S REPORT

- Customer Service Manager Sue Fowler was on vacation.

GENERAL MANAGER'S REPORT

General Manager Larry Curles reported on the following:

- Hartstene Pointe Water and Sewer District may be ready to contract for operations on November 3rd. However, it was just learned that Mason County may not release the District's reserves.
- The August memo proposing a Utility Specialist III was resubmitted to the Board. The contract operations will require a designated employee to oversee the work.
- The staff is working on the 2010 budget.
- The concept of a sewer rate based on water consumption was reviewed. The General Manager's conclusion is that the concept is feasible but not recommended. It could significantly increase the costs to the rate payers who use more than the average water consumption. If the Board is interested in this concept, a CPA should evaluate it.

SIGN VOUCHERS AND RESOLUTIONS

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

COMMISSIONER'S REPORT

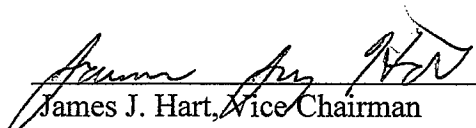
- Commissioner Screws attended the Hartstene Pointe public hearing and will be at the Fall Conference at Lake Chelan.

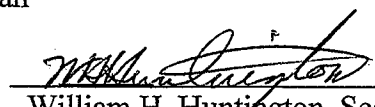
Commissioner Hart moved to excuse Commissioner Way from the September 1st and 8th meetings. The motion, seconded by Commissioner Huntington, passed unanimously.


ADJOURN

Commissioner Hart moved to adjourn the meeting. The motion, seconded by Commissioner Huntington, passed unanimously. The meeting was adjourned at 5:40 P.M.

Jerry Lundberg, Chairman


James J. Hart, Vice Chairman


William H. Huntington, Secretary


Jeannie Screws, Commissioner

ABSENT
Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
 SEPTEMBER 8, 2009 WSUD BOARD MEETING**

SEPTEMBER 2009 PAYROLL:	91926	N/A
	91928	N/A

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	17149 - 17165	16,395.60
	17166 - 17174	6,701.45
	17175 - void	0.00
	17176 - 17190	10,669.28
	17193 - 17224	14,027.83
	TOTAL 91926:	47,794.16

91928	8528 - 8539	5,947.93
	8540 - 8554	6,398.73
	8558 - 8580	27,272.50
	TOTAL 91928:	39,619.16

91932	8555 - 8556	6,312.31
	8557	310.84
	TOTAL 91932:	6,623.15

91933	17191 - 17192	94,473.83
	TOTAL 91933:	94,473.83