

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, October 5, 2009

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

Attending: Larry Curles, General Manager
Joe Redfern, Operations Foreman
Denita Patton, Finance Manager
Sue Fowler, Customer Service Manager
Richard Gross, District Attorney
Deena Carpenter, Customer Service Assistant

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 September 8, 2009

In that Commissioners Hart and Screws were absent from the current meeting and Commissioner Way was absent from the September 8th meeting, the Board concurred that the minutes should not be approved until the October 5th meeting. Commissioner Huntington moved to approve the minutes of the September 8th meeting. The motion, seconded by Commissioner Screws, passed unanimously.

Approval of Board Minutes, September 21, 2009

In that Commissioners Hart and Screws were absent from the September 21st meeting and there were not enough voting members at the current meeting, the Board concurred that the minutes should not be approved until the October 19th meeting.

Excuse Commissioners Lundberg

Commissioner Huntington moved to excuse Commissioner Lundberg from the October 5th meeting. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 151-09 Establishing Park System Monitoring Pay Scale (Tabled on Sept. 8th)

The Board discussed the nature of the required duties and determined that the duties required monitoring the SCADA systems, which is not standby. Resolution 151-09 was modified to replace "standby" with "monitoring". Commissioner Screws moved to approved Resolution 151-09 to provide compensation for monitoring SCADA system as part of the contract operations for the State Parks contract. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 158-09 Step Increase for Jerald Johnson

Utility Specialist Water II Johnson has received his annual evaluation and has been recommended for the step increase. Commissioner Huntington moved to approve Resolution 158-09 to approve a step increase for Jerald Johnson to Step 7, Pay Grade 11. The motion, seconded by Commissioner Screws, passed unanimously.

Discussion of Revised Connection Fees

The resolution for connection fees is proposed to be modified to do the following:

1. Increase the water GFC from \$2,500 to \$2,850, \$3,050, and \$3,300 annually for 2010, 2011, and 2012 respectively.
2. Establish a Local Facility Charge of \$1,560/ERU for the Sedgwick Water Main
3. Adjust the sewer GFC of \$3,196 annually for inflation.
4. Establish a Local Facility Charge of \$4,800/ERU for the Sedgwick Sewer Main
5. Establish a Local Facility Charge of \$2,690/ERU for the Converse Sewer Main
6. Establish a Local Facility Charge of \$700/ERU for the Converse Sewer Pump Station
7. Establish a Local Facility Charge of \$1,000/ERU for the Fred Meyer Sewer Pump Station
8. Include the Beach Drive/Watauga Beach \$10,780/ERU assessment in this resolution for easy reference

The Board agreed in concept and concurred with the need for the new local facility charges. It was recommended that the proposed water GFC be increased to the 2012 value instead of phasing it in. This will help pay for the new well.

Discussion of the Revised Facility Rental Policy

District Attorney Gross explained that the revised policy for the rental of the public meeting room would avoid inadvertent discrimination by being more inclusive. The Board concurred with the changes.

Discussion the proposed 2010 Budget for the SKWRF

The Board was advised that the 2010 Budget for the South Kitsap Water Reclamation Facility has been distributed to the City and will be on the SAC agenda. The ERU cost has been increased to \$19 per ERU plus the \$300,000 from the City's and District's FCF funds.

Discussion of Hartstene Pointe Contract Operations

The new Hartstene Pointe Water and Sewer District is expected to own its system on November 3rd and will want to contract with West Sound. The contract or interlocal agreement will need to be approved prior to that date. The contract approval will be on the next agenda.

Discussion of Establishing Utility Specialist 3

The General Manager is recommending that the Utility Specialist 3 position be established to manage the satellite system that will be involved in contract operations. It would be compensated with pay grade 13.

Update on the SCADA System Replacement

Four qualified firms have submitted to assist the District in replacing the SCADA system. They are CH2M-Hill, Parametrix, TSI, and RH2. The Board will review the submittals and discuss this matter at the next meeting.

ATTORNEY'S REPORT

District Attorney Gross had no other report other than the Facility Rental Policy.

PLANT MANAGER'S REPORT

Plant Manager John Poppe was not able to attend this meeting. Copies of the Water-4-Life Conference invitations were reviewed.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- The utility night work for the Sedgwick Water and Sewer Main project has concluded and the WSDOT paving has started.
- The punchlist for the Sedgwick Water Main is being worked on.
- The Sedgwick Sewer construction has been completed and the homes are being connected to the main.
- The District pumped 54.283 million gallons in September, which is about 4 million gallons less than last year.

FINANCE MANAGER'S REPORT

Finance Manager Patton reported on the following:

- The workplace harassment training is set for October 8th.
- The Risk Pool semi-annual meeting is on October 15th.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported that the Excel Level 2 software training went well and the more advanced class is scheduled.

GENERAL MANAGER'S REPORT

General Manager Larry Curles reported on the following:

- The District will retain RH2 to review its water sampling program and the impact of the new Ground Water Rule.
- The water crew is addressing deficiencies from the 2009 Sanitary Survey. Better screens are needed. Entryways into the tanks need gaskets.
- The 2010 Budget is being reviewed by the employees and should be ready for the Board at the next meeting.
- The 2009 Fall Newsletter is ready for publishing.
- The Employee Appreciation Dinner is set for February 26th at Gold Mountain. The dinner will include a "gambling night" without cash.
- Approval was requested for contracting with Scott & From Co. for Odor Control Ducting Modifications at the SKWRF.

Commissioner Huntington moved to approve the small works contract with Scott & From Co. for \$12,290.26 plus tax for Odor Control Ducting Modifications at the SKWRF. The motion, seconded by Commissioner Way, passed unanimously.

SIGN VOUCHERS AND RESOLUTIONS

The Board signed resolutions. There were no payroll affidavits or the accounts payable vouchers at this meeting.

COMMISSIONER'S REPORT

- Commissioner Screws was congratulated on her recent election as the President of the Washington Association of Sewer and Water Districts.
- Commissioner Screws will be attending various Association meetings this month.
- Commissioner Way will be at WEFTEC in Orlando.
- Commissioner Hart will be at WEFTEC in Orlando. He attended the WASWD Fall Conference and thought it was very worthwhile.

EXECUTIVE SESSION

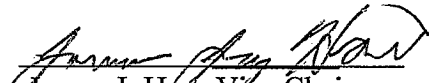
The Board went into executive session at 5:15 PM for 10 minutes to discuss personnel matters. The General Manager and District Attorney were included. No decisions were made during the session.

ADJOURN

Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 5:25 P.M.

ABSENT


Jerry Lundberg, Chairman



James J. Hart, Vice Chairman



William H. Huntington, Secretary



Jeannie Screws, Commissioner

Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
OCTOBER 5, 2009 WSUD BOARD MEETING**

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

	<u>VOUCHER NUMBERS</u>	
ACCOUNTS PAYABLE:		
91926	17265 - 17292	43,793.12
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	TOTAL 91926:	43,793.12
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91928	8615 - 8630	12,487.40
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	TOTAL 91928:	12,487.40
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91932	8631 - 8633	83,549.48
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	TOTAL 91932:	83,549.48
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91933	17293 - 17294	3,915.18
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	TOTAL 91933:	3,915.18
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