

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, November 2, 2009

---

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

---

Attending: Larry Curles, General Manager  
John Poppe, Plant Manager  
Denita Patton, Finance Manager  
Sue Fowler, Customer Service Manager  
Joe Redfern, Operations Foreman  
Richard Gross, District Attorney  
Susan Seymour, Permitting Specialist

Also in attendance were Lab Technician Lorisa Watkins and Ms. Jane Douglas, 5<sup>th</sup> grade teacher from East Port Orchard School.

The meeting was called to order by Commissioner Lundberg at 4:30 PM

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Commissioner Way moved to excuse Commissioner Huntington from November 2<sup>nd</sup> Board meeting. The motion, seconded by Commissioner Hart, passed unanimously.

Approval of Board Minutes, September 21<sup>st</sup>, 2009

In that Commissioner Huntington was absent from the November 2<sup>nd</sup> Board meeting, the approval of September 21<sup>st</sup> minutes was tabled until next Board meeting. The Board concurred that the minutes should not be approved until the November 16<sup>th</sup> meeting.

Approval of Board Minutes, October 19, 2009

Commissioner Hart moved to approve the minutes of the October 19<sup>th</sup> Board meeting. The motion, seconded by Commissioner Way, passed unanimously.

## Report on the Education Outreach with Ms. Jane Douglas 5<sup>th</sup> grade class

Lorisa Watkins reported that the District gave a presentation to the 5<sup>th</sup> grade class of Jane Douglas. The presentation consisted of three parts:

The first part was in the classroom with visual aids. There was an enviroscape, posters, and aids showing the plant, biosolids, bugs, and samples. The children asked a lot of questions. Jane Douglas reported that the response from her 5<sup>th</sup> grade class was very positive. She particularly appreciated the opportunity to tour the facility before the presentation in order for her to better understand the District activities.

The second part was at the District offices where the children were split into groups and went through five different stations. One station was the La Cab Display with Laurelin Ward from the Silverdale Water District to show the hydrological cycle. There were also a pH presentation which helped explain the chemistry, a high rate clarification demonstration, TV truck, Vactor truck, and backhoe. This gave the children hands on experience and showed how the District manages water & wastewater.

The third part was at the wastewater treatment plant where they were split into three groups to tour the whole facility. They also had more hands-on time with the enviroscape. The laboratory was what the children liked the best. Lorisa Watkins recommended to the Board that the District purchase their own enviroscape if the educational outreach program continues.

The only negative feedback was that there wasn't enough time for all the stations.

Commissioner Hart asked Ms. Douglas if there was anything the District could do better. Ms. Douglas said it was excellent and everyone enjoyed and learned from the tour.

Commissioner Screws asked if there were materials that went home with the children so that the information was also relayed to the parents. There were some educational brochures that were purchased and these were shared with the Commissioners.

### Resolution 168-09 Surplus Equipment

The following equipment is no longer needed by the District:

1. Photo software that can be sold to the highest bidder
2. The television that was used to show the DVD about the District that can be sold to the highest bidder. The DVD player is broken.
3. The oak desk from the previous properties that can be transferred to the SKWRF.

Commissioner Hart moved to approve Resolution 168-09 to declare specified equipment surplus to the needs of the District and authorized that the equipment be disposed of in the best interest of the District. The motion, seconded by Commissioner Screws, passed unanimously

### Resolution 162-09 Appointing Bill Lathum as Utility Specialist 3

This resolution will appoint employee Bill Lathum as the Utility Specialist 3, who will coordinate the Hartstene Pointe contract operations for water and sewer collection. Commissioner Hart moved to approve Resolution 162-09 to appoint Bill Lathum as the Utility Specialist 3. The motion, seconded by Commissioner Way, passed unanimously.

### Resolution 170-09 Approve Developer Extension Contract for 3417 Balsam Blvd

The single family home at 3417 Balsam has a failed on-site sewer system and needs to connect to the sewer system. This will require the owner to extend the sewer main about 80 feet. Commissioner Screws moved to approve Resolution 170-09 to authorize the Developer Extension Contract for the sewer main to serve 3417 Balsam Blvd. The motion, seconded by Commissioner Hart, passed unanimously.

### Schedule Budget Workshop

The Board reviewed the November schedule in order to have the 2010 budget study session. The preferred date is 5:30 PM, November 18<sup>th</sup>. This will require moving the SAC meeting to Monday, November 23<sup>rd</sup>.

### ATTORNEY'S REPORT

District Attorney Gross reported that Rick Schultz has put in a notice of appearance in regards to the foreclosure action. If Mr. Schultz defeats the foreclosure action, it would make the Districts lien the senior lien. The District does not need to take any action at this time.

### PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The Plant is operating well.
- The digester will be cleaned in November/December.
- The piping for the Puget Sound Energy Grant funded blower project is being installed.
- The exterior painting is being affected by the weather.
- District has been notified that the Lab will be inspected for its recertification.
- Mason County has contacted the Plant about a one-time processing of its biosolids.

Commissioner Hart noted that the District should clearly state to the City that it is interested in serving McCormick Woods.

### OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- The Contractor is working on the Sedgwick Road water main punchlist. Testing continues on the sewer main.
- The Seismic Valve at the Salmonberry 2 MG tank is in and operating well. TSI is working to correct the telemetry controls. Commissioner Hart asked about the Fircrest Tank and General Manager Curles explained that Fircrest Standpipe is the next priority for such a valve.
- Nicholson Well Drilling is drilling through Well 9 and is now down to a total of 700 feet.

#### FINANCE MANAGER'S REPORT

Finance Manger Denita Patton reported on working closing with the SKWRF on billing for treatment of the leachate. One payment has been received and monthly invoices are being sent.

#### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- The staff has been working to get utility easements recorded on all properties that have District-maintained sewer grinder pumps. The easement project is down to the last five properties.
- Utility payments can now be accepted online by visiting the District website.

#### GENERAL MANAGER'S REPORT

General Manager Larry Curles reported on the following:

- It is recommended that the District hire an engineering student intern at \$15 per hour to develop energy balances at the plant.
- The District will be drafting a letter to thank the Congressman that supported the Water for Life Summit.
- Mason County has transferred the infrastructure to Hartstene Pointe Water Sewer District and the contract operations need to commence.

#### SIGN VOUCHERS AND RESOLUTIONS

The Board signed resolutions, and accounts payable vouchers.

#### COMMISSIONER'S REPORT

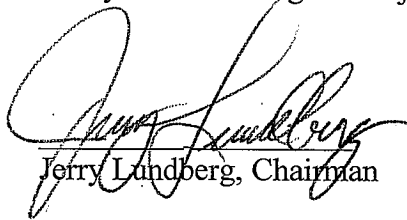
- Commissioner Way reported that she attended the Water for Life Summit and it was very good. It had lots of great information. She also attended WEFTEC in Orlando and the SAC meeting. WEFTEC was extremely beneficial and educational.
- Commissioner Screws reported that she attended the Summit, SAC meeting, and the October Section meeting. She would like to see the District host a conference on the

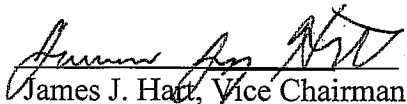
different methods that the District has used to fund its activities. This would be beneficial to the other districts.

- Commissioner Hart attended the Ecology's Dissolved Oxygen in South Sound meeting in Olympia and was encouraged to see that the State will use the best available science to shape its policies. He also attended the SAC meeting, WEFTEC, the Summit, and inspected the Treatment Facility.

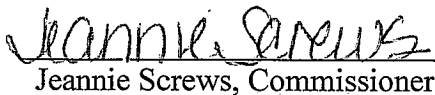
ADJOURN

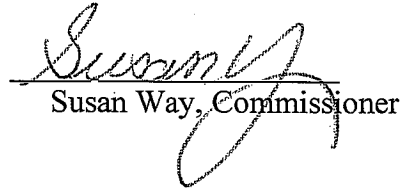
Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Hart, passed unanimously. The meeting was adjourned at 5:50 p.m.

  
Jerry Lundberg, Chairman

  
James J. Hart, Vice Chairman

ABSENT  
William H. Huntington, Secretary

  
Jeannie Screws, Commissioner

  
Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
NOVEMBER 2, 2009 WSUD BOARD MEETING**

<b>NOVEMBER 2009 PAYROLL:</b>	<b>91926</b>	<b>N/A</b>
	<b>91928</b>	<b>N/A</b>

<b>ACCOUNTS PAYABLE:</b>	<b>VOUCHER NUMBERS</b>	
<b>91926</b>	17383 - 17396	20,129.63
	17399 - 17426	20,084.37
	17427 - 17436	3,691.50
	<b>TOTAL 91926:</b>	<b>43,905.50</b>

<b>91928</b>	8700 - 8715	9,103.16
	8716 - 8733	17,226.45
	<b>TOTAL 91928:</b>	<b>26,329.61</b>

<b>91932</b>	8699	273.83
	8734 - 8737	11,090.05
	<b>TOTAL 91932:</b>	<b>11,363.88</b>

<b>91933</b>	17397 - 17398	233,549.35
	<b>TOTAL 91933:</b>	<b>233,549.35</b>