

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, February 17, 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
Joe Redfern, Operations Foreman
Sue Fowler, Customer Service Manager
Denita Patton, Finance Manager
Susan Seymour, Permitting 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 February 2, 2009

Commissioner Screws moved to approve the minutes of the February 2, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Hart, passed unanimously.

Bret Schwartz: Sewer Connection for Colonial Lane Apartments

Mr. Schwartz had previously indicated that he wanted to discuss the District requirements for connecting the Colonial Lane Apartments to sewer. He was not present. The General Manager explained that the 10-unit apartment was being required by the Health District to connect to sewer because its drainfield had failed. The District policy was to have this corner property extend the sewer main on both Berger and Colonial. The property owner objected to the requirement to extend the sewer. The Board discussed the District policy.

Excuse Commissioner Huntington, Who Has a Scheduling Conflict.

Commissioner Screws moved to excuse Commissioner Huntington from the February 17th Board meeting due to his scheduling conflict. The motion, seconded by Commissioner Hart, passed unanimously.

Resolution 100-09 Authorizing Economic Stimulus Applications

The General Manager submitted funding applications for both the Firmont Beach Water Main and the roof rafter repairs for the Salmonberry 2-million gallon tank. The deadline for applications was prior to the Board meeting. Commissioner Hart moved to approve Resolution 100-09 authorizing the Economic Stimulus applications. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 101-09 District Funds

This resolution would designate District funds to manage the expected 2009 revenue bond transactions. Commissioner Hart moved to approve Resolution 101-09 to designate District funds. The motion was seconded by Commissioner Screws. During discussion, Commissioner Screws noted that the resolution did not include reserve funds that are required by revenue bonds. Finance Manager Patton had departed the meeting early to attend another obligation and was not available to answer Board questions. The motions to approve and second the resolution were withdrawn. The Resolution was tabled until the next Board meeting on March 2nd.

Status of the Construction Easement for Reclaimed Water

The General Manager reported that the construction easement for the reclaimed water has been reviewed by the State and District. It is ready for signatures. Commissioner Screws moved to authorize the District acceptance of the utility easement for reclaimed water across the Veterans Retsil Home property. The motion, seconded by Commissioner Hart, passed unanimously.

Discussion on Satellite Service Support for Hartstene Pointe Water/Sewer District

The General Manager reported that the commissioners from the Hartstene Pointe Water/Sewer District met with Commissioner Hart and him on February 4th. The new District is looking for assistance in operating its water and sewer systems and asked West Sound for these services. West Sound has a satellite systems management program and can offer assistance in customer service, finance, water, sewer collection and treatment. The Board had a general discussion of these services and concurred with the concept. Special care needs to be taken that West Sound does not over-extend its staffing. The Board will be kept informed of the discussions.

Discussion on Clover Valley/Firmont Beach Local Facility Charge.

The District maintains a special local facility charge for new connections in Clover Valley and Firmont Beach. The General Manager noted that the \$1,000 Local Facility Charge is less than the minimum \$1,500 charge for other properties and does not apply to the needs of the

community. The Board concurred that the Clover Valley and Firmont Beach special local facility charge is no longer applicable and can be deleted the next time the fees and charges are updated.

ATTORNEY'S REPORT

District Attorney Rick Gross reported in the following:

- He had reviewed the utilities and construction for the reclaimed water across the Retsil Veteran's Home property.
- The attorney for the Gilstrap's did not get back to him and the District will file that a document with the Auditor that refers to the survey and the encroachment.
- Commissioner Screws inquired about the District's policy on bankruptcy and liens. The Attorney reported that he and the Customer Service Manager had recently updated the District's resolution on that topic and they will review it one more time.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well and is at full staffing.
- The staff is doing interior painting and preventive maintenance.
- Scrap metal from previous projects and other debris was removed from the property.
- He and CH2M-Hill have agreed on the scope of work for the fermentation study to analyze solids processing. This was a \$5,000 effort approved in 2008. It should commence in March and be completed in 45 days.
- The Washington State Parks Commission has decided that the Blake Island grease interceptor is required and needs to be installed without delay.
- State Parks has also authorized replacement of the pump control panel for a cost of approximately \$20,000.
- The final report on the Kitsap Memorial State Park MBR pilot project has been completed.
- There has not been any word on the Class A upgrade report to EPA or the application to apply Class B biosolids to local sites.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- The water crew continues flushing the water mains and that effort is about 65% complete.
- Water Utility Specialist 2 Kevin Long continues on sick leave and is not expected back until mid-March.
- The sewer crew continues completing work orders and maintenance.
- The contractor on Converse Avenue Sewer Main is installing the sewer pump assembly and is ready to install the electrical conduit to Sedgwick Road.

- The CDL training is completed. Employees from the Facility, sewer collections and water crews passed their CDL exam.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- The Employee Appreciation dinner is Friday, February 20th.
- To assist the Joint Wastewater Treatment Facility, she has assigned Permitting Specialist Susan Seymour to work there three mornings a week. This will help them with data inputting and other administrative requirements.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton is a board member of the Kitsap County Council for Human Rights and had that meeting on the same day as the Board meeting. Prior to leaving early, she reported on the following:

- CPA Linda Peterson will be working with the Finance staff to resolve some issues with the 2006 Annapolis Water District books. Certain developer improvements were not booked and the staff will correct the entries this week. When that is completed, the auditors are expected to schedule their exit conference.

GENERAL MANAGER'S REPORT

The General Manger reported on the following:

- The home at 5377 Watauga Beach Drive is experiencing sewer backups in its basement. The most recent one resulted in a claim of about \$11,000. The District is working with the property owner to relocate the sewer pump in order to get a better elevation differential between the pump and the basement. The staff is working to get the required County permits at this time. The construction cost will be about \$4,500.
- The District has prepared a contract for the Blake Island grease interceptor and the cost will be about \$100,000. Prior to awarding the contract, the District will get confirmation from the Parks Commission that it will fund this work and has any applicable permits. Commissioner Screws moved to approve the small works contract for installing the Blake Island grease interceptor for a cost of approximately \$100,000. The motion, seconded by Commissioner Hart, passed unanimously.
- The District has received cost quotes for the replacement of the building gutters. This will be reimbursed by the Risk Pool.
- The Department of Ecology is resuming the process to clean the contaminated soil at the Country Junction gas station at Long Lake Road and Mile Hill Drive. The District is obligated to extend the water main when this occurs.
- The semi-annul meeting of the Risk Pool is March 19th.
- The Sewer Advisory Committee meeting is Wednesday, February 18th.

COMMISSIONER'S REPORT

Commissioner Screws reported that she will attend the Association's Board of Director's meeting on February 23rd and the Section 2 meeting on February 26th.

Commissioner Way reported that she will attend the Section 2 meeting next week.

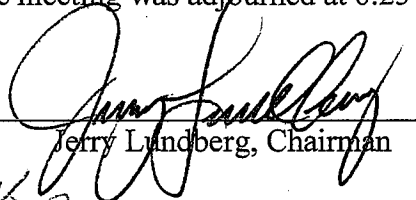
Commissioner Hart reported that he met with the Hartstene Pointe commissioners on February 4th and Kitsap County Commissioner Garrido on February 10th.

SIGN VOUCHERS AND RESOLUTIONS

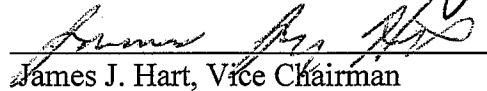
The Board signed the vouchers and payroll, as indicated on the attached summary sheet.

ADJOURN

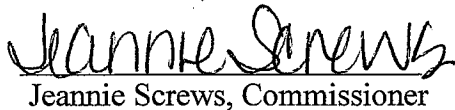
Commissioner Way moved to adjourn the meeting. The motion, seconded by Commissioner Hart, passed unanimously. The meeting was adjourned at 6:25 PM.



Jerry Lundberg, Chairman



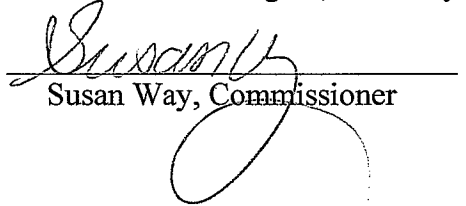
James J. Hart, Vice Chairman



Jeannie Screws, Commissioner

ABSENT

William H. Huntington, Secretary



Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
FEBRUARY 17, 2009 WSUD BOARD MEETING**

FEBRUARY 2009 PAYROLL:	91926	126,767.01
	91928	55,873.15

ACCOUNTS PAYABLE:		VOUCHER NUMBERS	
	91926	16420 - 16446	17,738.25
		16447 - 16482	51,596.82
			<hr/>
		TOTAL 91926:	69,335.07

	91928	8051 - 8058	49,109.30
		8060 - 8084	17,542.49
			<hr/>
		TOTAL 91928:	66,651.79

	91932	8059	94.27
		8085 - 8087	5,222.88
			<hr/>
		TOTAL 91932:	5,317.15

	91933	16419	59,293.85
		16483 - 16485	13,302.79
			<hr/>
		TOTAL 91933:	72,596.64