

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, March 2, 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
Sue Fowler, Customer Service Manager
Denita Patton, Finance Manager
Tracy Fantz, Assistant Finance Manager
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 17, 2009

Commissioner Hart moved to approve the minutes of the February 17, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Screws, passed unanimously.

Sewer Connection for Colonial Lane Apartments

The General Manager advised the Board that Kegel Engineering has been hired by the property owner to design the sewer connection for the apartments at 3621 Colonial Lane. The engineer has completed his topographic review. The sewer connection will be directly to the existing manhole, which is 5-feet deep. Due to the topography, the proposed manhole at the intersection of Colonial and Berger would be only 3 feet deep, which is too shallow to meet any District standard. Since the existing sewer system cannot be extended further than what it is, the General Manger will not be requiring the property owner to extend the sewer main along both street frontages of the corner lot.

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, seconded by Commissioner Screws, passed unanimously. Commissioner Screws thanked Finance Manager Patton for providing additional information on how the existing reserve accounts relate to this resolution.

Resolution 102-09 Step Increase for Customer Service Assistant Deena Carpenter

Customer Service Assistant Deena Carpenter has received her annual evaluation and has been recommended for her wage step increase. Commissioner Way moved to approve Resolution 102-09 to promote Customer Service Assistant Carpenter to Step 2, Pay Grade 7. The motion, seconded by Commissioner Hart, passed with 4 ayes. Commissioner Screws abstained from this vote.

Resolution 103-09 Renaming the Joint Wastewater Treatment Facility

The Sewer Advisory Committee recommended changing the Joint Wastewater Treatment Facility (JWWTF) name to "SOUTH KITSAP WATER RECLAMATION FACILITY". The City of Port Orchard has this item scheduled for their March 10th meeting. Commissioner Hart moved to approve Resolution 103-09 renaming the Joint Wastewater Treatment Facility. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 104-09 Small Works Roster and Contracting Procedures

Both Annapolis Water District and Karcher Creek Sewer District had the same resolution for small works procedures. Resolution 104-09 repeals Annapolis Water District Resolution 969 and Karcher Creek Sewer District Resolution 1098-06 and establishes the same procedures for West Sound Utility District. Commissioner Screws moved to approve Resolution 104-09 Small Works Roster and Contracting Procedures. The motion, seconded by Commissioner Hart, passed unanimously.

Bid Opening of Sarann Avenue Water Main

The Sarann Avenue Water Main would replace a 2-inch water line with a 6-inch water main to reduce the water pressure fluctuations for seven homes. The District received 6 bids which were as follows:

Pape & Sons	\$49,832.00
Lydel Construction	\$49,900.00
Seton Construction	\$52,480.00
RV Associates	\$54,353.50
Caseco and Associates	\$57,495.00
Sound Excavation	\$61,798.00
Engineer's Estimate	\$51,500.00

The 2009 budgeted amount was \$30,000. The initial project did not include the new Kitsap County requirement that the entire trench had to be filled with CDF which has added about \$15,000 to the project cost. The General Manager and Board discussed the project costs, 2009 revenue shortfalls, and the increasing costs of the Sedgwick Water Main. After careful consideration, the Board was not inclined to proceed with this project. Commissioner Screws moved to reject all bids for the Sarann Avenue Water Main. The motion, seconded by Commissioner Hart, passed unanimously.

Bid Opening WSDOT Sedgwick Road Widening

The General Manager was advised that the bids have been opened for the SR 160 (Sedgwick Road) Widening. The District's Sedgwick Road Water and Sewer main projects are included in this WSDOT contract. Now that the District has a firm bid, it can refine the amount needed for the revenue bond. The bond needs to provide for the construction, administration, and contingency for this project. Also included in the bond would be funding for Well 22, matching funds for the reclaimed water system, and a new generator for the Salmonberry pump station.

Update on Blake Island Grease Interceptor

The Washington State Parks and Recreation Commission has advised the District that the emergency need for the Blake Island Grease Interceptor remains and the District needs to have it installed as soon as possible. The General Manager advised the Board that this contract will be awarded on an emergency basis and reviewed the pertinent facts in the public meeting. That information is attached to these minutes. The overall project cost is expected to be approximately \$100,000.

Commissioner Screws moved to authorize the small works contract with Ed Heuss Company LLC for a cost of \$85,510 plus State sales tax. It was noted in discussion that this will be awarded as an emergency small works. The motion, seconded by Commissioner Hart, passed unanimously.

ATTORNEY'S REPORT

District Attorney Rick Gross reported he has prepared a draft Notice of Encroachment concerning the Gilstrap property. The General Manager will review it and the matter will be on the next agenda.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well and is at full staffing.
- The Facility staff is continuing to collect BOD data to support a Department of Ecology revision to the NPDES permit in regards to nitrogen.

- The rehabilitation of the entrance to the administration building has been completed. The entryway has been painted and the walls sealed. The bronze plaque will also be cleaned to bring back its luster.
- The staff is modifying the former chlorine storage. It will be an office and library area.
- The staff is about to commence the glass wall replacement project, which is budgeted for 2009. The wall section will be in the back of the stairwell level. It will allow the District to refine its design and to evaluate the proposed exterior appearance of the entire wall.
- As a member of the State Large on Site Sewage Systems (LOSS) task force, he represents the District. He noted that the District's endeavors in satellite management and cooperativeness with other agencies are being favorably noted by the State agencies.
- Council Member Barry Peters of the City of Bainbridge Island has contacted the Facility for more information on processing biosolids.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- The water crew continues flushing the water mains and anticipates completing the work this week.
- Water Utility Specialist II Kevin Long is continuing to recuperate at home. He should be able to return to light duty on March 16, 2009.
- The Converse Avenue Sewer Main continues. The lift station manhole needs to be vacuum tested. Then the punch list will be prepared for the lift station and the sewer mains. The panel has been installed and is ready for power. The PSE conduit should be completed by the end of next week.
- The sewer crew is continuing with regular flushing and televising the mains.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- Customer Service is experiencing an increasing number of calls from rate payers concerned with paying their accounts. This is a sign of the difficult economy.
- Susan Seymour will be representing the District at the Home & Garden Show.

FINANCE MANAGER'S REPORT

- The State Auditor wants to schedule a date for the exit interview. Following discussion with the Commissioners, it was decided that Commissioner Lundberg and Commissioner Hart would attend the exit interview. It is tentatively scheduled for 1:30 PM, March 12th.

GENERAL MANAGER'S REPORT

The General Manger reported on the following:

- The Hartstene Island Water/Sewer District Board of Commissioners has requested a meeting to discuss District assistance in operating their water and sewer systems.
- Previously in the meeting, the efforts of the District lobbyists were discussed. Both lobbyists will be invited to the Board meeting to review their legislative actions.
- The Employees of the Year are Lance Hunt and Randy Bower. Pursuant to the District policies, they will each be provided 3-days of administrative leave.
- The District has been provided a signed copy of the utility easement for the reclaimed water pipe line to cross the Retsil Veteran's Home.
- The District has received three price quotes to replace the gutters on the Lund Avenue buildings and they are as follows:

	Gutters	Snow Block	Total, less tax
Novak's	\$11,852	\$1,157	\$13,009.00
Above the Rest	\$18,500	\$2,500	\$21,000.00
Kitsap Gutters	\$24,450	\$5,400	\$29,850.00

Commissioner Hart moved to award the gutter replacement project to Novak's for a cost of \$13,009 plus tax. The project includes new gutters and snow blocks in selected areas. The motion, seconded by Commissioner Huntington, passed unanimously.

- Silverdale Water District did not get grant funding for its reclaimed water education effort. West Sound Utility District would have been a partner in this project.
- The District has computer equipment that it no longer needs. Commissioner Screws moved to declare the following equipment surplus and to dispose of it in the best interest of the District:

Okidata printer, inventory number 5185
Canon portable printer, inventory number 5030
Computer previously used for the HVAC system, no asset tag
Microtek monitor, inventory 001057
Microtek monitor, inventory 001030
Old hub, no asset tag
Old firewall, no asset tag

The motion, seconded by Commissioner Huntington, passed unanimously.

- The District will sponsor the Water Festival event by providing \$200 towards bus transportation. This event is a major water conservation effort aimed at 4th grade students.

COMMISSIONER'S REPORT

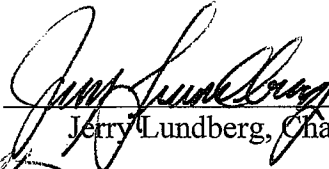
- Commissioner Screws reported that she attended the Washington Association of Sewer and Water Districts (WASWD) Board of Directors meeting and Section 2 meeting. As Vice President of the WASWD, she may have to be attending more Association meetings.
- Commissioner Way reported that she attended the WASWD Section 2 meeting. She thanked the staff for their excellent effort setting up the Employee Appreciation dinner.
- Commissioner Huntington complimented the employees and noted the letter of appreciation the District received praising the work of Debbie Raymond, Jerald Johnson, and Brian Smalley.
- Commissioner Hart reported that he attended the Washington Association of Sewer and Water Districts (WASWD) Board of Directors meeting and Section 2 meeting. He noted that the issue of teleconferencing is not yet resolved by the Auditor. The WASWD has asked for an AG opinion on this matter.

SIGN VOUCHERS AND RESOLUTIONS

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

ADJOURN

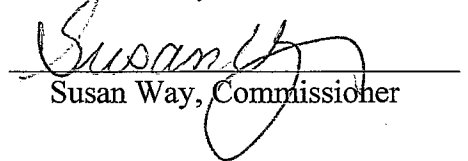
Commissioner Huntington moved to adjourn the meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 5:40 P.M.


Jerry Lundberg, Chairman


James J. Hart, Vice Chairman


Jeannie Screws, Commissioner


William H. Huntington, Secretary


Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MARCH 02, 2009 WSUD BOARD MEETING**

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

ACCOUNTS PAYABLE:		VOUCHER NUMBERS	
	91926	16486 - 16504	28,317.63
		16505 - 16521	15,189.46
			<hr/>
		TOTAL 91926:	43,507.09

	91928	8088 - 8105	15,900.01
		8106 - 8113	1,278.24
			<hr/>
		TOTAL 91928:	17,178.25

	91932	8114	396.89
			<hr/>
		TOTAL 91932:	396.89