

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, April 20, 2009

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

Attending: John Poppe, Plant Manager
Joe Redfern, Operations Foreman
Sue Fowler, Customer Service Manager
Denita Patton, Finance Manager
Deborah Didiez, Accounting Clerk
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 April 6, 2009

Commissioner Huntington moved to approve the minutes of the April 6, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Hart, passed unanimously.

Don Pulisevich: Extending the Binding Letter of Availability for sewer on Beach Drive

Mr. Pulisevich (Account #6083) had stated he wanted to discuss extending the Binding Letter of Availability for sewer. However, he was not in attendance. The General Manager reported that Mr. Pulisevich was recently given a 1-year extension for sewer availability and the same \$7,531 late fee that District Engineer Mayhew had quoted him. The General Manager told him that in accordance to District policy, after this one-year extension, he is required to pay all fees that apply at the time. This means he must pay the full latecomer fee of \$10,780.

ATTORNEY'S REPORT

District Attorney Rick Gross reported that he looked over the packet regarding Mr. Schwartz's request for a senior citizen discount. He stated that there is no exemption solely because he is a senior citizen. The District does not have a policy to provide discounts to the poor, handicap, low income handicap, or low income seniors.

District Attorney Gross had drafted a letter regarding the options the District has for the Gilstrap's lawyer which he gave to the General Manager to look over. He also reported that he received the draft of the Hartstene Point agreement that the General Manager sent him.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is operating well.
- The glass wall replacement at the entrance to the administration building is complete.
- The large roll-up door into the library has been removed. Framing is complete and exterior siding is on. A 4-ft. x 8-ft. window has been installed. The 2-panel aluminum door will be installed by the end of the week.
- Activity at Blake Island has greatly increased due to the weekly visitors.
- Discussed general permit for biosolids application with Dan Thompson (Marietta Sharpe is on an extended vacation). Mr. Thompson stated there is no reason for application to be denied however restrictions may be applied to permit. He also stated that the District will most likely be approved for Class A.
- Interface is continuing with Olympic Property Group to apply Class B biosolids to the Hansville site. Washington State University will work with the District during site development.
- The District has been asked to assist with Fort Flagler & Larrabee State Parks (see attached map). The District would be responsible in assisting, construction, overseeing and monitoring of the Kubota systems. The State would pay the District for time, mileage and cost.
- Requested approval for Bryan Gallagher to attend an Enviroquip / Kubota 3-day training in Winlock. He will receive training for start-up and performance testing with Enviroquip. He also stated that Bryan Gallagher would also be attending a free boot camp with Enviroquip in Austin, Texas. Enviroquip will provide airfare for him.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Cross training of the crew is continuing.

- As of May 1st there will be just one crew member taking the pager for both sewer and water. Everyone is taking the combined rounds, system checks and locates. The crew is ready.
- The District has been invited to attend weekly meetings for the Sedgwick Road project. The meetings are to be held every Tuesday at 6:30 am at the job shack on Kerry Lane. Operations Foreman Redfern will be attending the meetings.
- The main between Phillips and Jackson has been shut down. RG Bowers has exposed the main and 460-ft. of it has been removed.
- The Converse Lift Station manhole still remains to be vacuum tested. The paving of both the patch and overlay are now complete although much remains to be brought to grade as per the county's specifications. The lift station is completely installed and the fence is up. The crew is working to establish a start-up date which will be done with the generator since PSE has now stated that they will not install the power meter until the Sedgwick road widening is complete. We are hoping they are just talking about the power to the new poles being complete.
- The on-site water and sewer at Archer Point has been installed, no testing has been done. The off-site has so far just crossed Tremont and is stubbed off road. The patch is supposed to be complete by Friday.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton passed out copies of the official statement for the 2009 revenue bond to the Board. She stated that she had been working on the typos, language and any changes that needed to be made on the statement. It should be finalized on Friday.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported she has been working on the accounts for Hartstene Point. Once Springbrook is ready, information can be imported into the system. There are approximately 535 accounts of which 114 are on autopay. Mason County had stated that billing would need to start on May 1st for Hartstene Point but the District is unable to do anything until the Hartstene Point agreement is signed and finalized.

GENERAL MANAGER'S REPORT

No report. The General Manager is on vacation.

COMMISSIONER'S REPORT

- Commissioner Screws reported that she attended the SAC meeting and a finance meeting. She will also attend the Washington Association of Sewer and Water Districts (WASWD) Spring Conference.
- Commissioner Hart attended the SAC meeting. He also stated that he will attend the Washington Association of Sewer and Water Districts (WASWD) Spring Conference.
- Commissioner Way attended the SAC meeting.

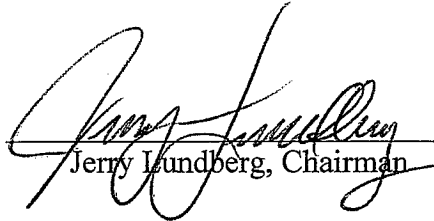
- Commissioner Huntington attended the SAC meeting.
- Commissioner Lundberg had nothing to report at this time.

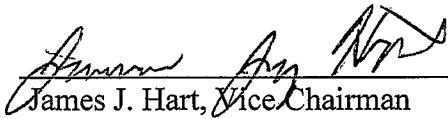
SIGN VOUCHERS AND RESOLUTIONS

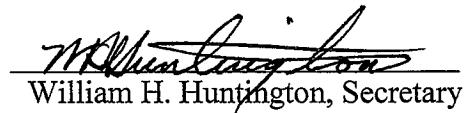
The Board signed April accounts payable vouchers and payroll, as indicated on the attached summary sheet.

ADJOURN

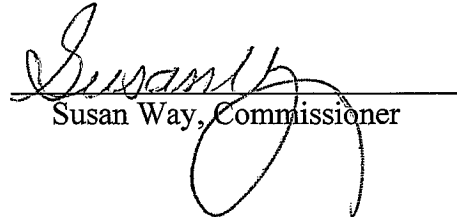
Commissioner Screws moved to adjourn the meeting. The motion, seconded by Commissioner Huntington, passed unanimously. The meeting was adjourned at 5:05 P.M.


Jerry Lundberg, Chairman


James J. Hart, Vice Chairman


William H. Huntington, Secretary


Jeannie Screws, Commissioner


Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
APRIL 20, 2009 WSUD BOARD MEETING**

APRIL 2009 PAYROLL:	91926	118,347.46
	91928	53,821.65

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	16641 - 16666	13,381.74
	16668 - 16695	84,343.59
	16696 - 16700	6,988.08
	TOTAL 91926:	104,713.41

91928	8201 - 8223	26,880.40
	8224	1,000.00
	8225 - 8239	10,242.05
	TOTAL 91928:	38,122.45

91932	8240	799.30
	TOTAL 91932:	799.30

91933	16667	3,170.88
	TOTAL 91933:	3,170.88