

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, May 4, 2009

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

Attending: Larry Curles, General Manager
Joe Redfern, Operations Foreman
Sue Fowler, Customer Service Manager
Denita Patton, Finance Manager
Debbie Raymond, Customer Service Representative
Richard Gross, District Attorney

In the audience, there were the following people:

Sara Lingafelter, Puget Sound Partnership
Mary Alice Cary, Hartstene Pointe Commissioner
Roger Ray, Hartstene Pointe Commissioner
Jim Cary, citizen
Jeff Larkin, Manager, King County Water District 19

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 20, 2009

Commissioner Huntington moved to approve the minutes of the April 20, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Hart, passed unanimously.

Puget Sound Partnership Discussion with Sara Lingafelter

Sara Lingafelter works with the Puget Sound Partnership and briefed the Board on its activities. The Partnership is tasked with cleaning the Puget Sound by 2020 or moving the public effort in that direction. There are 4.1 million people living in the area and another 1.5 million expected. There needs to be communication to the public that the Puget Sound has water quality issues, which can be seen by the health of the salmon and orca whales. Stormwater is a major pollutant with its 4,529 culverts that empty into the Sound and its 93 combined sewer and sanitary outflows. Kitsap County has 14.7 outfalls per mile of shoreline and impacts numerous salmon habitat and shellfish beds. Fortunately, the Puget Sound Partnership is a State priority and has received substantial funding to meet its goals, as described in the Action Agenda.

Commissioner Hart noted that the Health District has determined that 30% of the drainfields have failed. This in combination with our porous soil allows nitrogen and phosphorus to enter the Sound. The sewer treatment plants may need to denitrify, but the on-site systems need to be addressed. The District studies also have shown that wildlife is contributing to the problem. The Canadian Geese have had their habitat reduced and their crowding together on parks contributes fecal coli form to the streams. The District noted that there is existing technology, such as the Huber system, in Europe, but the State permitting systems do not encourage new ideas. Education is essential, such as shown with the impact of prescriptions that are improperly disposed of. The Partnership needs to be a clearinghouse of education.

Commissioner Screws noted that there has to be balance between the cost of a proposal and its environmental benefit. Local government will need grants and financial assistance. It is of the utmost importance that these projects are coordinated to maximize their impact.

Commissioner Lundberg discussed the recent documentary about Chesapeake Bay and the Puget Sound that was on PBS. It was very well done, but regretfully, probably only 5% of the people saw it. He noted that State permitting is onerous and it is hindering progress, The Huber system will take 2-years to be certified at a cost of \$1,000,000. And it is already a proven system in use in Germany.

Ms. Lingafelter agreed with these points and discussed the Ecosystem Coordination Board which includes Kitsap County Commissioner Steve Bauer.

Update on Hartstene Island Operations

The General Manager reported on the contract negotiations to assist Hartstene Pointe Water and Sewer District. The documents may be in place within the next month to begin contract operations for Hartstene Pointe's customer service, water, sewer collection, and wastewater treatment. Noted were:

1. The interlocal agreement has been drafted and needs to include overtime compensation.
2. Mason County needs to quit claim the systems to Hartstene Pointe.
3. The Mason County \$660,000 loan from the Department of Ecology for the recent outfall extension needs to be resolved.

Commissioner Ray provided the history of the District and further explained the need for operational assistance.

Resolution 118-09 Step Increase for Heidi Hill

The General Manager reported that Office Assistance Heidi Hill (part time employee) has received her annual evaluations and is recommended for her annual step increase. Commissioner Hart moved to approve Resolution 118-09 to promote Office Assistance Heidi Hill from Step 2 Pay Grade 1 to Step 3 Pay Grade 1 with a wage of \$1,197.73. The motion, seconded by Commissioner Way, was approved with 4 ayes and no nays. Commissioner Screws abstained.

Resolution 119-09 Step increase for Brian Smalley

The General Manager reported that Utility Water Specialist II Brian Smalley has received his annual evaluations and is recommended for his annual step increase. Commissioner Hart moved to approve Resolution 119-09 to promote Utility Water Specialist II Brian Smalley from Step 4 Pay Grade 11 to Step 5 Pay Grade 11 with a wage of \$3,943.33. The motion, seconded by Commissioner Huntington, was approved with 4 ayes and no nays. Commissioner Screws abstained.

Resolution 120-09 Adopting the District's Official Seal

The General Manager reported that the District is required to have an official seal. This proposed seal was designed by staff and reflects the earliest date of the two former districts. Commissioner Screws moved to approved Resolution 120-09 to adopt the new official seal. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 121-09 Sedgwick Meadows Annexation

The General Manager reported that the developers of Sedgwick Meadows have petitioned to annex to the District. The annexation would include the abutting properties and is ready to be submitted to Kitsap County. Commissioner Way moved to approve Resolution 121-09 to state the intent to annex Sedgwick Meadows. The motion, seconded by Commissioner Screws, passed unanimously.

ATTORNEY'S REPORT

District Attorney Gross received word from the Gilstrap attorney and the document has been recorded. The attorney no longer represents the Gilstraps. The Board directed that the Gilstraps be provided a copy of the recorded notice. The General Manager will do so.

He is assisting the General Manager with lease negotiations with Cricket Communications for an antenna on the Salmonberry elevated tank.

PLANT MANAGER'S REPORT

Plant Manager John Poppe is making a presentation at a conference.

General Manager Curles reported that the Plant is working with a local 5th grade class to begin an outreach program. The class is interested, but will need the District to fund the bus transportation. The District will use the District budget to fund this expense of about \$200.

The Washington State Parks and Recreation Commission wants the District to operate its plants at Fort Flagler (Port Townsend) and Larrabee State Park (Bellingham). The District can do so by amending its existing agreement with Parks. This will probably require the District to establish a circuit rider, whose primary job is to go to each of these plants. Commissioner Screws noted that the Plant has to be careful not to over extend its staff to the expense of the District's operations.

Commissioner Hart moved to allow the General Manager to amend the contract with the Washington State Parks and Recreation Commission to include Fort Flagler and Larrabee State Parks. The motion, seconded by Commissioner Screws, passed unanimously.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Cross training continues. Beginning in May, one employee will do both water and sewer on-call duties.
- The night work installation of the Sedgwick water and sewer work has been delayed for about two weeks. PSE has not yet moved all its overhead utilities.
- Last week, Puget Sound Energy needed to disrupt the electricity which affected the Brada sewer lift station for 8 hours. The station ran on the generator without problems. PSE will be sent a bill for this disruption.
- The Converse sewer contractor is adjusting the manhole and water valves. The punch lists should be prepared soon.
- Archer Pointe water-sewer construction continues. Customer Service Manager Fowler noted that Kitsap County Consolidated Housing Authority may purchase these 33 lots.
- The Vactor truck had fuel injection problems and has been repaired.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported the following:

- The District employees, less the Plant, will be using the Springbrook time cards.
- The annual report for the Plant is completed.
- The annual report for the District will be completed soon.

CUSTOMER SERVICE MANAGER’S REPORT

Customer Service Manager Sue Fowler reported she and three other employees will be at the Springbrook conference.

GENERAL MANAGER’S REPORT

The General Manager discussed the staffing of the water and sewer crews. There are three vacancies at this time and one contract worker. With the summer schedule, there may be personnel shortages due to illness, training, and vacations. The District will be evaluating hiring the contract worker as a full time employee to alleviate the shortages. If hired, he will be on a 12-month probation.

SIGN VOUCHERS AND RESOLUTIONS

Commissioner Screws moved to approve the District vouchers. The motion, seconded by Commissioner Way, passed unanimously. The Board signed April accounts payable vouchers, as indicated on the attached summary sheet.

COMMISSIONER’S REPORT

- Commissioner Screws reported that she attended the SAC meeting, Bond meeting, and Spring Conference. She also attended various committee meetings with the Washington Association of Sewer and Water Districts (WASWD).
- Commissioner Way attended the SAC meeting.
- Commissioner Hart attended the SAC meeting, Bond meeting, and Spring Conference. He represented the District on an environmental tour of green industries and reported on that day-long event. In addition, the City of Bainbridge Island may be needing assistance in operating its utilities.
- Commissioner Lundberg congratulated Operations Foreman Redfern on being nominated for a Lifetime Achievement award with the Department of Health.

ADJOURN

Commissioner Screws moved to adjourn the meeting. The motion, seconded by Commissioner Huntington, passed unanimously. The meeting was adjourned at 6:10 P.M.

Jerry Lundberg, Chairman

James J. Hart, Vice Chairman

William H. Huntington, Secretary

Jeannie Screws, Commissioner

Susan Way, Commissioner