

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 18, 2009

Chairperson: Jerry Lundberg (Absent)
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
Tracy Fantz, Assistant Finance Manager
Richard Gross, District Attorney

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Approval of Board Minutes of May 4, 2009

Commissioner Way moved to approve the minutes of the May 4, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Screws, passed unanimously.

Resolution 122-09 Hiring Dustin Anderson as Utility Specialist Trainee, Sewer

The General Manager has requested the hiring of Dustin Anderson to fill one of the two vacancies on the Sewer crew. Commissioner Screws moved to hire Mr. Dustin Anderson as Utility Specialist Trainee, Sewer, Step 1. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 123-09 Contracting with CR Hydrogeologic Consulting for Well 22

The General Manager reported that the District is prepared to begin the Well 22 project. The proposed scope of work from CR Hydrogeologic Consulting would allow the firm to assist in the design and construction administration. Commissioner Screws moved to approve Resolution 123-09 to authorize the contract with CR Hydrogeologic Consulting for the design and construction administration of the Well 22 project. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 124-09 2009 Summer Hires

This resolution authorizes the hiring of two summer workers. Commissioner Way moved to approve Resolution 124-09 to hire summer workers Darla Sheppard and Robert Gole. The motion, seconded by Commissioner Screws, passed unanimously.

Change Order to Sedgwick Water and Sewer Main

The General Manager discussed a potential change order with the Board. As part of the project, the District is extending water and sewer services to those properties abutting SR 160 and the public roads that intersect with the road. This is to avoid cutting the State highway for future connections. The District is now aware of other properties that are several hundred feet from SR 160, but may need water and sewer connections. A change Order would provide water and sewer extensions to the edge of right of way in case these properties develop. The Board is agreeable to this expense, but will continue the topic until the next meeting for all the members to discuss it.

ATTORNEY'S REPORT

District Attorney Gross continues to develop the lease with Cricket Communications for an antenna on the Salmonberry elevated tank. The foundation and conduits would be allowed to remain if the lease is terminated.

The District received a Notice of Appearance in regards to a lawsuit affecting Rick Schultz Construction. It appears that he has failed to honor a debt and is going to court over the matter. The District's lien on his property may be a junior lien and Attorney Gross is following through on the matter.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- Ground maintenance is a priority at this time.
- The PSE grant for a new air blower is ready for submittal. This will provide for a properly sized turbine blower. It may be the first of its type on the West Coast.

- The next PSE funded project may be submitted at the end of the year and would improve methane production.
- The Facility is receiving more leachate. This extra loading requires more air, which is increasing the electrical bill.
- The flows at the head works indicate that the City mains may be allowing tidal waters to enter the main. Also, the VFD at the Marina Pump Station does not appear to be working correctly.
- The State Parks staff continues to prepare the contract amendment to allow the District to operate the wastewater systems at Fort Flagler and Larrabee State Park.
- The Department of Ecology inspected the biosolids sites near Port Gamble.
- EPA has yet to respond to the Class A biosolids report.
- The Plant Manager and Commissioner Hart attended the PSE Community Energy Summit in Bellevue. PSE is very pleased with the District's projects.
- CH2M-Hill submitted its draft fermentation report to the District. It is being reviewed at this time.

Commissioner Hart moved to allow the General Manager to sign the PSE grant contract for air blower improvements. The motion, seconded by Commissioner Screws, passed unanimously.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Cross training continues. The sewer crew member on duty had to respond to a water leak call.
- The night work installation of the Sedgwick water and sewer work continues to be delayed.
- The Converse sewer contractor was given the punch list for the sewer main. The punchlist for the pump station will be provided at a later date.
- Archer Pointe water-sewer construction continues.
- Two water employees attended the Pacific NW AWWA conference in Salem. Two sewer employees will attend the WWCPA conference in Spokane.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported that the staff is working on routine duties.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- The CCRs are ready to be mailed.
- The Springbrook conference was very worthwhile.

GENERAL MANAGER'S REPORT

General Manager Larry Curles reported on the following:

- The District does not have any ballot issues for the 2009 elections.
- The Board has been asked to review draft letters to the legislators updating them on the District.
- The new summer help employees will be introduced on June 1st.
- Both water and sewer employees attended the one day E-One sewer pump course.

SIGN VOUCHERS AND RESOLUTIONS

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

COMMISSIONER'S REPORT

- Commissioner Screws reported that she will attend the May SAC meeting, and Retro Committee meeting. Other meetings included the Association's Leadership Development and Board meeting.
- Commissioner Way will attend the SAC meeting.
- Commissioner Hart reported on the PSE Community Energy Summit, which included State and Canadian energy officials. He complimented Plant Manager Poppe's presentation at that meeting.

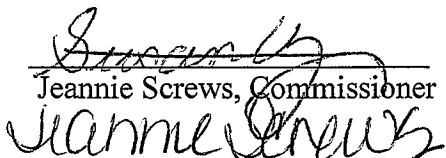
ADJOURN

Commissioner Screws moved to adjourn the meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 5:00 P.M.

ABSENT

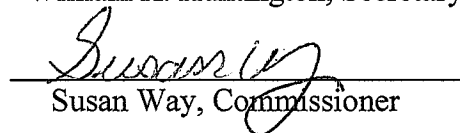
Jerry Lundberg, Chairman


James J. Hart, Vice Chairman


Jeannie Screws, Commissioner

ABSENT

William H. Huntington, Secretary


Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
MAY 18, 2009 WSUD BOARD MEETING**

MAY 2009 PAYROLL:	91926	121,252.74
	91928	52,881.46

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	16754 - 16779	16,580.29
	16781 - 16787	6,652.58
	16789 - 16793	2,525.20
	16794	55,640.67
	16796 - 16817	39,310.68
	TOTAL 91926:	120,709.42

Voided vouchers: 16780 & 16788

91928	8278 - 8295	25,107.91
	8296 - 8306	12,792.27
	TOTAL 91928:	37,900.18

91932		
	TOTAL 91932:	0.00

91933	16795	10,109.10
	TOTAL 91933:	10,109.10