

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, June 1, 2009

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

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Attending: Larry Curles, General Manager  
John Poppe, Plant Manager  
Joe Redfern, Operations Foreman  
Sue Fowler, Customer Service Manager  
Denita Patton, Finance Manager  
Rassy Elliott, Accounting Specialist  
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 18, 2009

Commissioner Hart moved to approve the minutes of the May 18, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Screws, passed unanimously.

Introduce New Employees

Operations Foreman Redfern introduced the new employees to the Board: Utility Specialist Sewer Trainee Dustin Anderson, Summer Worker Darla Sheppard, and Summer Worker Robert Gole.

Excuse Commissioners Lundberg and Huntington from the May 18<sup>th</sup> Meeting

Commissioner Screws moved to excuse Commissioners Lundberg and Huntington from the May 18<sup>th</sup> meeting. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 125-09 Step Increase Debbie Raymond

Customer Service Representative Raymond has received her annual evaluation and is eligible for a step increase. Commissioner Hart moved to approve Resolution 125-09 to promote Customer Service Representative Raymond to Step 6, Pay Grade 8. The motion, seconded by Commissioner Way, passed with 4 Ayes and no Nays. Commissioner Screws abstained.

Resolution 126-09 Step Increase Lorisa Watkins

Lab Technician Watkins has received her annual evaluation and is eligible for a step increase. Commissioner Hart moved to approve Resolution 126-09 to promote Lab Technician Watkins to Step 6, Pay Grade 14. The motion, seconded by Commissioner Way, passed with 4 Ayes and no Nays. Commissioner Screws abstained.

Resolution 127-09 Step Increase Wesley Morrell

Electronics/Instrumentation Technician Morrell has received his annual evaluation and is eligible for a step increase. Commissioner Way moved to approve Resolution 127-09 to promote Electronics/Instrumentation Technician Morrell to Step 4, Pay Grade 16. The motion, seconded by Commissioner Hart, passed with 4 Ayes and no Nays. Commissioner Screws abstained.

Resolution 128-09 Step Increase Susan Seymour

Permitting/Customer Service Assistant Seymour is eligible for a step increase. Commissioner Hart moved to approve Resolution 128-09 to promote Permitting/Customer Service Assistant Seymour to Step 5, Pay Grade 10. The motion, seconded by Commissioner Way, passed with 4 Ayes and no Nays. Commissioner Screws abstained.

Resolution 129-09 WARN Mutual Aid Program

The Washington Association of Sewer and Water Districts recommended that the districts participate in the WARN Mutual Aid Program. The General Manager and District Attorney reviewed the document and concurred that the District should participate in this mutual aid program. Commissioner Huntington moved to approve Resolution 129-09 to allow the District to participate in the WARN mutual aid program. The motion, seconded by Commissioner Screws, passed unanimously.

Resolution 130-09 Water Shortage Response Plan

The Water Shortage Response Plan from Annapolis Water District has been updated for West Sound Utility District. Commissioner Screws moved to approve Resolution 130-09 to adopt the Water Shortage Response Plan. The motion, seconded by Commissioner Hart, passed unanimously.

### Change Order to Sedgwick Water and Sewer Main

The General Manager continued the discussion of 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. Commissioner Screws noted that her mother has property in this area. The General Manager stated that this action does not benefit any specific future developer. It eliminates the need to excavate SR 160 for a water /sewer connection. The Board concurred that this preparatory work should be completed.

### ATTORNEY'S REPORT

District Attorney is working on the District's response to the Notice of Appearance in regards to a lawsuit affecting Rick Schultz Construction.

### PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- Operator Bryan Gallagher is operating the Fort Flagler State Park wastewater system.
- The South Kitsap Water Reclamation Facility had a permit violation last month with TSS. The excessive suspend solids violated a water quality standard and Ecology has been notified. The staff is reviewing the process to determine and correct the cause of the violation.
- The PSE grant for the blowers has been signed by the General Manager. PSE estimates that the new blowers will reduce the annual electrical bill by \$28,000 per year. Overall, the PSE funded improvements are expected to reduce the annual electrical bill by 25%.

### 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 the failure of the chlorinator at Karcher and a water/sewer locate.
- The night work installation of the Sedgwick water and sewer work continues to be delayed.
- The Converse sewer contractor will resume work once the Hood Canal Bridge reopens.

## FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported that the annual report has been submitted to the State.

## CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- Customer Service is updating the procedural manuals.
- The District is hosting an Identity Theft class from the Risk Pool on June 18<sup>th</sup>.

## GENERAL MANAGER'S REPORT

General Manager Larry Curles reported on the following:

- The SAC meeting is June 17<sup>th</sup> and there will be a guest speaker.
- The Water Reuse Conference is in Seattle this September and Plant Manager Poppe will be a speaker.
- There will be an open house in Belfair on June 4<sup>th</sup> about their new sewer plant.
- Hartstene Pointe is working with Mason County to resolve an issue with the County's Ecology loan that funded the outfall repairs. That is delaying the turn over of infrastructure to the new District.
- The contract for servicing the Fort Flagler State Park wastewater treatment plant has been signed.

## SIGN VOUCHERS AND RESOLUTIONS

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

## EXECUTIVE SESSION

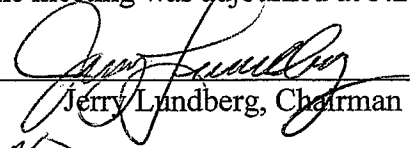
At 5:00 PM, the Board went into an executive session for 15 minutes to discuss a personnel matter. The executive session ended at 5:15 PM.

## COMMISSIONER'S REPORT

- Commissioner Screws reported that she anticipates attending the following meetings for the Association: Finance, Leadership Development, Board of Directors, and the Executive Meeting.
- Commissioner Way attended the Section 2 meeting.
- Commissioner Hart attended the Section 2 meeting and found it to be very interesting.

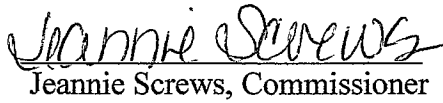
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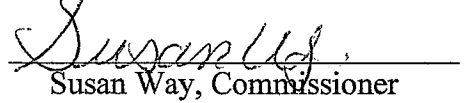
Commissioner Screws moved to adjourn the meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 5:20 P.M.

  
Jerry Lundberg, Chairman

  
James J. Hart, Vice Chairman

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William H. Huntington, Secretary

  
Jeannie Screws, Commissioner

  
Susan Way, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JUNE 1, 2009 WSUD BOARD MEETING**

<b>JUNE 2009 PAYROLL:</b>	<b>91926</b>	<b>N/A</b>
	<b>91928</b>	<b>N/A</b>

<b>ACCOUNTS PAYABLE:</b>	<b>VOUCHER NUMBERS</b>	
<b>91926</b>	16818 - 16840	14,673.08
	16842 - 16859	9,181.74
	<b>TOTAL 91926:</b>	<b>23,854.82</b>
<b>91928</b>	8307 - 8318	5,413.70
	8320 - 8333	3,390.74
	<b>TOTAL 91928:</b>	<b>8,804.44</b>
<b>91932</b>	8319	278.01
	8334	1,042.56
	<b>TOTAL 91932:</b>	<b>1,320.57</b>
<b>91933</b>	16841	37,822.29
	<b>TOTAL 91933:</b>	<b>37,822.29</b>