

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 15, 2009

Chairperson: Jerry Lundberg
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
Susan Seymour, Permitting Specialist
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 June 1, 2009

Commissioner Hart moved to approve the minutes of the June 1, 2009 Board meeting. The motion to approve the Board minutes, seconded by Commissioner Way, passed unanimously.

Excuse Commissioner Huntington From the June 15th Meeting.

Commissioner Way moved to excuse Commissioner Huntington from the June 15th Board meeting, due to a scheduling conflict. The motion, seconded by Commissioner Hart, passed unanimously.

Resolution 131-09 Acceptance of Madrona Glen Residential Plat

The General Manager reported that the Madrona Glen plat water and sewer systems are ready for acceptance. Commissioner Hart moved to approved Resolution 131-09 which accepts the

Madrona Glen residential plat water and sewer improvements. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 132-09 Release of Sewer Easement, Madrona Glen

A portion of the District's sewer system was replaced by the Madrona Glen new sewer main. The District no longer needs the sewer easement across the plat's tract. Commissioner Way moved to approve Resolution 132-09 which releases the District's sewer easement across Tract 3, Orchard Heights. The motion, seconded by Commissioner Hart, passed unanimously.

Resolution 133-09 Acceptance of Archer Pointe Residential Plat

Archer Pointe residential plat has a sale pending which will close before the next Board meeting. The General Manager recommended acceptance of the plat's water and sewer system contingent upon the submittal of the required paperwork in order to not delay the sale. Commissioner Hart moved to approve Resolution 133-09 to accept the Archer Pointe plat water and sewer systems, subject to the District acceptance of the required documentation. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 134-09 Developer Extension Contract for 5747 Bethel Road

In order to be served by the District water system, the developer will need to extend the water main approximately 60 feet along Bethel Road. Commissioner Hart moved to approve Resolution 134-09 to authorize the Developer Extension Contract for 5747 Bethel Road. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 135-09 Cross Connection Control Program

The staff has updated the Annapolis Water District Cross Connection Control program. Commissioner Hart moved to approve Resolution 135-09 to adopt the Cross Connection Control program. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 136-09 Acceptance of Blake Island Grease Interceptor

The General Manager reported that the contract for the Blake Island Grease Interceptor has been completed and there was one change order for \$2,000. Commissioner Hart moved to approve Resolution 136-09 to accept the completed Blake Island Grease Interceptor and to approve Change Order 1. The motion, seconded by Commissioner Way, passed unanimously.

Discussion of Capital Facility Charges

The General Manager recommended that the water's Capital Facility Charge be adjusted to reflect past and future inflation and the additional cost of Well 22. This would be a progressive adjustment over a three year period. By doing this adjustment now, the District will have it in place for a building recovery and the developers can budget accordingly. After discussion, the Board concurred. The increase will be reflected in a future resolution.

ATTORNEY'S REPORT

District Attorney Gross has been working on a social security issue with the General Manager. One office in the Department of Retirement Service is of the opinion that the District is a new agency and has to determine if it needs to be in social security. Those concerns were addressed in the Attorney's letter.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- The leachate deliveries have stopped for the summer.
- The Facility is reviewing the resumption of septage. In order to properly process septage, the plant has to be able to handle the rocks and grit that is associated with the product.
- The storage room door is installed and the building improvement projects continue.
- The PSE-funded blower is ordered and delivery is 6 to 8 weeks. Future PSE grants will include more blowers and motors.
- The biosolids work with the EPA and Ecology continues. The District has conditional approval to store biosolids in Hansville. The neighbors are concerned about odors, which will be addressed at a future neighborhood meeting.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Cross training continues. The sewer employee on call had to address failed chlorinators and a broken hydrant.
- The Sedgwick Road water main will start on June 29th at Phillips Road.
- The Converse Avenue sewer pump station startup is scheduled for June 24th.
- May's water production was 50,436,200 gallons, which is 140,700 gallons less than last May.
- The District luncheon is scheduled for July 2nd from noon to 2 PM.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported the District has hired a temporary worker to replace Deborah Didiez.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler was not able to attend the meeting. The General Manager reported the district will have an Identity Thief training June 18 2009.

GENERAL MANAGER'S REPORT

General Manager Larry Curles reported on the following:

- The bid opening for the deepening of Well 9 is July 1st.
- The District has requested additional water and sewer connections as a change order to the Sedgwick Water and Sewer project.
- There is a Sewer Advisory Committee meeting on June 17th.
- There is a scheduling conflict in September for the September 6th meeting (Labor Day) and the SAC meeting, which conflicts with the Fall Conference.
- The District will meet with the State Department of Commerce on June 19th as a stakeholder to discuss infrastructure funding.

SIGN VOUCHERS AND RESOLUTIONS

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

EXECUTIVE SESSION

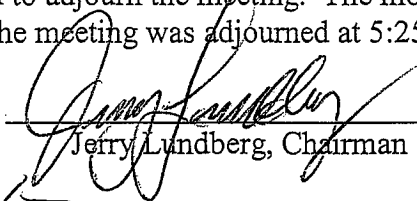
At 5:00 PM, the Board went into an executive session for 30 minutes to discuss personnel matters and potential litigation. The executive session ended at 5:20 PM.

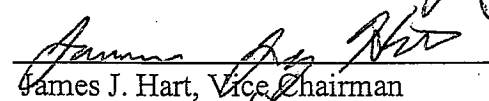
COMMISSIONER'S REPORT

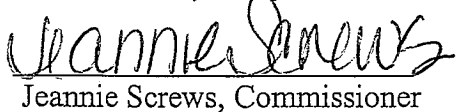
- Commissioner Screws anticipates attending the SAC meeting and various meetings with the Washington Association of Sewer and Water Districts.
- Commissioner Way attended the community meeting on growing food locally and assisted with Commissioner Hart's presentation on reclaimed water.
- Commissioner Hart attended the community meeting on growing food locally and made a presentation on reclaimed water.

ADJOURN

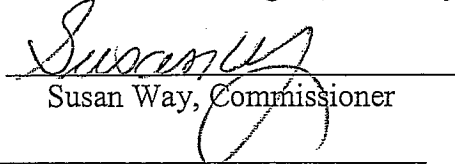
Commissioner Screws moved to adjourn the meeting. The motion, seconded by Commissioner Hart, passed unanimously. The meeting was adjourned at 5:25 P.M.


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
JULY 6, 2009 WSUD BOARD MEETING**

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

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	16896 - 16918	26,678.34
	16920 - 16942	25,026.83
	16944 - 16946	1,068.73
	16947 - 16962	20,703.76
	16965 - 16997	29,141.87
	TOTAL 91926:	102,619.53

91928	8359 - 8371	5,625.91
	8373 - 8393	995,655.39
	8394 - 8407	12,171.99
	8410 - 8421	5,969.14
	TOTAL 91928:	1,019,422.43

91932	8372	13,506.59
	8408 - 8409	2,494.85
	TOTAL 91932:	16,001.44

91933	16919	14,114.95
	16943	554,318.21
	16963	83,432.96
	16964	5,000.00
	TOTAL 91933:	656,866.12