

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, August 3, 2009

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

Attending: Joe Redfern, Operations Foreman
Sue Fowler, Customer Service Manager
Denita Patton, Finance Manager
Richard Gross, District Attorney
Susan Seymour, Permitting Specialist
Kyle Galpin, Water Utility Supervisor

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 July 20, 2009

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

Presentation on Water/Sewer Computerized Maintenance Scheduling

Water Utility Supervisor Kyle Galpin updated the Board on incorporating the water maintenance schedule into the sewer's software program. Starting this week he and Permitting Specialist, Susan Seymour will be getting together and work on inputting the data.

Resolution 143-09

Senior Operator Screws is eligible step increase. He has received his annual evaluation and is recommended for the promotion. Commissioner Hart moved to approve Resolution 143-09 to

promote Senior Operator Screws to Step 7, Pay Grade 17. The motion, seconded by Commissioner Way, passed with 4 Ayes and no Nays. Commissioner Screws abstained.

Resolution 144-09

The communications lease allowing Cricket Communications to use Salmonberry Elevated Tank has been reviewed by District Attorney Gross. The company will place two antennas on the tank.

Commissioner Hart moved to approve Resolution 144-09 which allows the General Manager to sign the lease. The motion, seconded by Commissioner Screws, passed unanimously.

District Policy for the Use of the Public Meeting Room

District Attorney Gross reported that he studied the District Policy for the Use of the Public Meeting Room. Discussion followed as to if the District wants to have it open to everyone or just other governmental agencies. The discussion also included rental fees for the room and appropriate activities by the users of the room.

Attorney Gross will prepare a new policy for review to make the public room available to all groups; to prohibit the sale of goods or services; and to increase the meeting room fees.

ATTORNEY'S REPORT

District Attorney Gross had nothing further to report.

PLANT MANAGER'S REPORT

- The Plant Manager was on vacation.

Operations Foreman Joe Redfern reported on the following:

- Cross training for water and sewer crews continues.
- The pressure tests and water quality tests for the Sedgwick Road Water Main have all passed. The work continues and there will be three connections will be done tonight.
- The contractor for the Converse Avenue sewer lift station has been given a punch list and the District is trying to conclude this contract.
- Due to the unusually warm weather, all the wells are on lien and Well 21 is running hard.
- The maximum production day was July 28th 2009 in which 4,355,100 gallons were pumped.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported that the Finance Department staff is doing routine work.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported she had completed one week of FEMA training in Emmetsburg Maryland. It was extremely interesting and educational.

GENERAL MANAGER'S REPORT

- The General Manager was on vacation.

SIGN VOUCHERS AND RESOLUTIONS

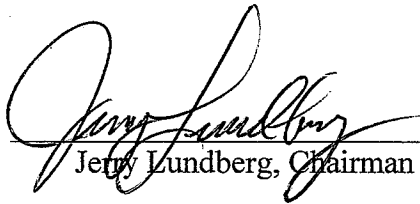
Commissioner Screws moved to approve the accounts payable vouchers as indicated on the attached summary sheet. The motion, seconded by Commissioner Way, passed unanimously.

COMMISSIONER'S REPORT

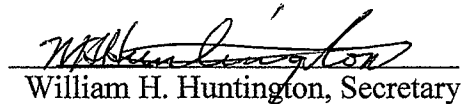
- Commissioner Screws attended the Harstene Point Water-Sewer District Public Meeting for a USDA loan application. The Hartstene Pointe Board expressed thanks to West Sound Utility District for stepping in and helping them get organized. There were about 40 people there.
- Commissioner Way attended the Future Festival in Port Gamble. It was nice but not a big turn out.

ADJOURN

Commissioner Hart moved to adjourn the meeting. The motion, seconded by Commissioner Huntington, passed unanimously. The meeting was adjourned at 5:25 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
AUGUST 3, 2009 WSUD BOARD MEETING**

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

	<u>VOUCHER NUMBERS</u>	
ACCOUNTS PAYABLE:	91926	4,435.10
		16,134.54
	TOTAL 91926:	20,569.64
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	91928	2,949.68
		16,058.75
	TOTAL 91928:	19,008.43
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	91932	543.00
		164.39
	TOTAL 91932:	707.39
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	91933	76,006.19
		350.28
	TOTAL 91933:	76,356.47
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	91929	150,000.00
	TOTAL 91929:	150,000.00