

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 17, 2009

Chairperson: Jerry Lundberg
Vice Chairperson: James Hart
Secretary: Bill Huntington
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
Richard Gross, District Attorney
Tracy Fantz, Assistant Finance Manager

Also in attendance were Mayor Lary Coppola and Public Works Director Mark Dorsey.

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 August 3, 2009

Commissioner Huntington moved to approve the minutes of the August 3, 2009 Board meeting. The motion, seconded by Commissioner Screws, passed unanimously.

Discussion with Mayor Coppola

The Board invited Port Orchard Mayor Coppola to update the District on future growth of the City. The City had recently annexed McCormick Woods and now exceeds 10,000 in population. It has annexed the Fred Meyers shopping center area and will soon have sufficient petitions to annex the Bethel Road Commercial Corridor.

- The Bethel Commercial Corridor annexation is dependent on the cities and counties revising the revenue sharing agreement. Port Orchard offered to dedicate the revenues from Bethel Road, less administrative services, to the road bonds, but the County has not agreed to that. When and if the Bethel Road construction begins, the City will probably follow the County design concept.
- The Growth Management Act encourages annexation of the urban areas. However, the City has not decided to proceed with such a large undertaking.
- The City has not had a serious consideration of future assumption of West Sound Utility District if it did annex the entire urban area.

Commissioner Hart explained the history of the Bethel water main and the impact of the numerous County delays. If the City does proceed with the Bethel Road project, adequate time will be needed for the District to fund and construct the required water main. The General Manager estimated that the District will need at least a year's notice.

Public Hearing; Sedgwick Meadows Annexation

At 5 PM, Commissioner Hart moved to open the public hearing to approve the Sedgwick Meadows Annexation. The motion, seconded by Commissioner Way, passed unanimously. There were no members of the public to provide comments or testimony. The General Manager described the area in question and noted that the Kitsap County Board of Boundary Review has approved the annexation application. In that there was no further testimony, at 5:05 PM, Commissioner Hart moved to close the public hearing to approve the Sedgwick Meadows Annexation. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 145-09; Annexation of Sedgwick Meadows

Commissioner Screws moved to approve Resolution 145-09 to approve the Sedgwick Meadows Annexation. The motion, seconded by Commissioner Hart passed unanimously.

Resolution 146-09; Colello Annexation

Mr. Ron Colello has extended the District water main to serve 5747 Bethel Road. His property and the abutting parcel have petitioned to annex into the District. Commissioner Huntington moved to approve Resolution 146-09 to accept the petitions for the Colello Annexation and to process the application. The motion, seconded by Commissioner Hart passed unanimously.

ATTORNEY'S REPORT

District Attorney Gross is drafting new procedures for renting the District's public room.

He also noted that the Silverdale Water District completed a study of assumption in case Silverdale incorporated. Some of that information may apply to future relations with Port Orchard.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running very well.
- The staff is monitoring caffeine levels in the wastewater. Interestingly, the conventional treatment process appears to be removing the caffeine better than the MBR process.
- Ground maintenance continues to be a priority. A new sign will be posted highlighting the partnership with the City of Port Orchard.
- The exterior painting is being reviewed. The UV light has deteriorated the top of the exterior duct paint.
- A tour of the Flagler State Park wastewater system will be scheduled for the Board.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Cross training for water and sewer crews continues.
- The contractor for the Sedgwick Water Main remains very slow. A District water valve at Converse was struck. A pipe connection at Blake Place failed.
- The Contractor stopped work last week due to "inclement weather".

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported on the following:

- Commissioners Hart and Screws confirmed that they were going to the Fall Conference.
- Commissioners Hart and Way confirmed they are going to WEFTEC. Commissioner Screws may attend.
- The District is arranging for sexual harassment training.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- She is working with Lab Tech Watkins on an educational outreach for a 5th grade class in October.
- The District will arrange for computer classes in Excel this autumn.
- Her Department is identifying those homes with sewer pumps, but not easements, and is getting the easements.

GENERAL MANAGER'S REPORT

General Manager Larry Curles reported on the following:

- Ms Connie Reeves has appealed a fine to the Board and provided a packet of information. A full report will be prepared and provided to both the Board and Ms. Reeves. The appeal will be on September 8th's agenda if it cannot be resolved by then.
- The SAC meeting is Wednesday.
- The Board concurred with a Request for Proposals to replace the water's SCADA system.
- The September 8th meeting agenda will also include the topics of the Kerry Lane water services, staffing for contract operations, and other outstanding discussion issues.

SIGN VOUCHERS AND RESOLUTIONS

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

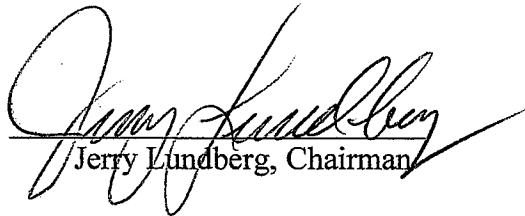
COMMISSIONER'S REPORT

- Commissioner Screws will attend the Association's Leadership Development meeting which will review the CEU issue. She will also be attending the Section 2 meeting and the Board of Director's meeting.

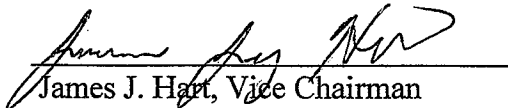
CONTINUE THE MEETING UNTIL 4:30 PM, MONDAY, AUGUST 24TH

The bid opening for the Reclaimed Water Distribution System – Phase 1 was postponed for one week. As such, at 5:45 PM the Board continued it's regularly schedule meeting to 4:30 PM, August 24th to address:

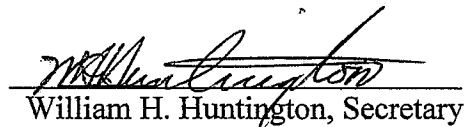
- Bid Opening Report to Award the Reclaimed Water Distribution System
- Resolution 147-09; Contracting with Cultural Resources Consultants
- Construction administration



 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 17, 2009 WSUD BOARD MEETING**

AUGUST 2009 PAYROLL:	91926	122,636.40
	91928	55,488.66

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	17087 - 17117	24,447.04
	17121 - 17147	53,347.55
	TOTAL 91926:	77,794.59

91928	8491 - 8512	39,897.38
	8513 - 8527	3,246.08
	TOTAL 91928:	43,143.46

91933	17118 - 17120	630.87
	17148	14.45
	TOTAL 91933:	645.32