

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, January 19, 2010

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

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Attending: Larry Curles, General Manager  
John Poppe, Plant Manager  
Joe Redfern, Operations Foreman  
Denita Patton, Finance Manager  
Sue Fowler, Customer Service Manager  
Susan Seymour; Customer Service Permitting Specialist  
Richard Gross, District Attorney

Attorney Dan Mallove was also in attendance.

The meeting was called to order by Commissioner Hart at 5:30 PM

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

BOARD DISCUSSION/ACTION

Approval of Board Minutes of January 4, 2010

Commissioner Huntington moved to approve the minutes of the January 4, 2010 Board meeting. The motion, seconded by Commissioner Way, passed unanimously.

Social Security Participation

District Attorney Gross reported to the Board about the State's decision that the District needs to decide if its employees will continue to participate in Social Security. The State has determined that when the two districts consolidated, they formed a new entity. The newly formed governmental entity is covered by the State retirement system. Therefore, the inclusion into the Social Security system is not automatic. The employees have to be formally briefed on their options and decide by a referendum if they want the District to continue to be in Social Security.

The District is still getting information about its options and the Board will be updated at the next meeting.

#### Resolution 182-10 SCADA Design Proposal

CH2M-Hill was selected as the best qualified engineering firm to design the District SCADA system. The contract has been developed and the cost of the design effort is a lump sum price of \$53,000. Commissioner Huntington moved to approve Resolution 182-10 to approve Amendment 3 of the existing contract with CH2M-Hill to design the SCADA system for a cost of \$53,000. The motion, seconded by Commissioner Way, passed unanimously.

#### Executive Session for Personnel Issues

At 5:45 PM, the Board went into an executive session for 30 minutes with the District Attorney Gross, General Manager Curles, and Attorney Mallove to discuss personnel issues. Attorney Mallove is retained by the Risk Pool. The session lasted from 5:45 PM until 6:30 PM and that included a 15 minute time extension.

At the conclusion of the Executive Session, the Board, in open meeting, directed a special meeting be scheduled with the new director of the Risk Pool.

#### Schedule the February 15<sup>th</sup> meeting for February 16<sup>th</sup>, due to President's Day

The Board concurred to schedule the second meeting in February at 5:30 PM, Tuesday, February 16<sup>th</sup>. This accommodates the President's Day holiday on February 15<sup>th</sup>.

#### Set February 16<sup>th</sup> Public Hearing for Update of the District Multi-Hazard Mitigation Plan.

Commissioner Way moved to set a public hearing for the Update of the District's Multi-Hazard Mitigation Plan at 5:30 PM, February 16, 2010. The motion, seconded by Commissioner Huntington, passed unanimously.

#### Set public Hearing Date of February 16<sup>th</sup> for Approval of Colello Annexation.

Commissioner Way moved to set a public hearing for the approval of the Colello Annexation at 5:35 PM, February 16, 2010. The motion, seconded by Commissioner Huntington, passed unanimously.

#### ATTORNEY'S REPORT

Attorney Gross had nothing further to report

#### PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- The staff is working to determine what is causing an odor issue.
- PSE and the staff are reviewing the recent grant application.
- Painting continues.
- The solar water heating system is being completed and should be operational this week.
- The blowers have not yet arrived.

#### OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following items:

- The contractor has completed the abandonment of the former Well 9 and continues to drill the new Well 9. The current depth is 400 feet and the target depth is 560 feet.
- The contractor continues with the rehabilitation of Well 17.
- Pump 2 in Crownwood sewer lift station has been repaired and is back on line.
- Pump 2 of the Karcher water pump station failed and is being repaired.

#### FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported that the staff is working on the year-end records.

#### CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- A filing system for Hartstene Pointe has been established.
- Susan Seymour is representing the District on the irrigation committee with WaterPAK and Kitsap County.
- Customer Service Manager Sue Fowler has volunteered to participate in the Leadership Development Committee and Recognition Committee of the Washington Association of Sewer and Water Districts.

#### GENERAL MANAGER'S REPORT

General Manager Curles reported on the following:

- The Salmonberry Tank Repair contract is out for bid and the bid opening is February 10<sup>th</sup>.
- The Kerry Lane water Main contract will be advertised soon with a bid opening of February 24<sup>th</sup>.

#### SIGN VOUCHERS AND RESOLUTIONS

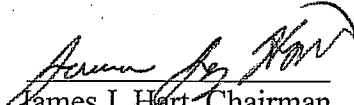
The Board signed the accounts payable vouchers, as indicated on the attached summary sheet.

COMMISSIONER'S REPORT

- Commissioner Screws reported that the Association Board meeting is January 25<sup>th</sup> (Monday) and the Commissioner's Workshop is January 23<sup>rd</sup> (Saturday). There is a Section 2 meeting on Thursday, January 28<sup>th</sup>.
- Commissioner Lundberg noted that the Sewer Advisory Committee is Wednesday at City Hall.

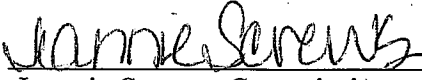
ADJOURN

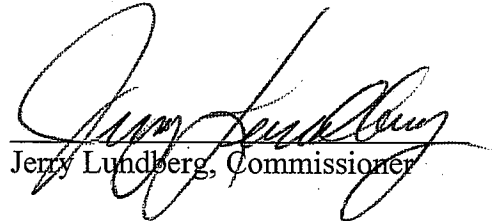
Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 6:40 PM.

  
James J. Hart, Chairman

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William H. Huntington, Vice Chairman

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Susan Way, Secretary

  
Jeannie Screws, Commissioner

  
Jerry Lundberg, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION  
JANUARY 19, 2010 WSUD BOARD MEETING**

<b>JANUARY 2010 PAYROLL:</b>	<b>91926</b>	<b>120,484.05</b>
	<b>91928</b>	<b>55,801.30</b>

<b>ACCOUNTS PAYABLE:</b>	<b>VOUCHER NUMBERS</b>	
<b>91926</b>	17692 - 17697	1,276.01
	17698 - Voided	
	17699 - 17729	97,956.66
	17732 - 17761	41,810.78
	<b>TOTAL 91926:</b>	<b>141,043.45</b>

<b>91928</b>	8891 - 8903	33,417.68
	8904 - 8919	10,974.54
	<b>TOTAL 91928:</b>	<b>44,392.22</b>

<b>91932</b>	8920	11,675.75
	<b>TOTAL 91932:</b>	<b>11,675.75</b>

<b>91933</b>	17691	64,505.61
	17730 - 17731	11,730.54
	<b>TOTAL 91933:</b>	<b>76,236.15</b>