

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, February 1, 2010

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

Attending: Larry Curles, (Vacation)
John Poppe, Plant Manager
Joe Redfern, Operations Foreman
Denita Patton, Finance Manager
Sue Fowler, Customer Service 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 January 19th, 2010

Commissioner Huntington moved to approve the minutes of the January 19th, 2010 Board meeting. The motion, seconded by Commissioner Way, passed unanimously.

Social Security Participation

The District attorney provided a summary regarding alternate Social Security Referendum votes. At the prior meeting, the Board determined to proceed with attempting to provide ongoing social security coverage to all PERS ("eligible") employees. Because the District is deemed a "new" district by the Department of Retirement Systems, as of the date it was formed in November, 2007, to continue with social security coverage for eligible employees, an employee vote is required. The attorney reported that initially the Board needed to determine whether it would call for a "Majority Vote Referendum" or a "Divided Vote Referendum", regarding ongoing social security coverage for eligible employees. The attorney explained, in summary, that with a Majority Vote Referendum, if less than a majority vote of eligible employees is obtained in favor

of coverage, social security coverage will not be provided to any eligible employees from the date of the District's creation. With a Divided Vote Referendum, in essence, the eligible employees can determine if they want coverage or not. Those wanting ongoing coverage will receive it, and those not wishing it will not receive it. Also, in all events, in using the Divided Vote Referendum procedure, coverage would be provided to all future employees. Upon motion being duly made by Commissioner Screws and seconded by Commissioner Huntington, and after a general discussion, the Board unanimously adopted the Divided Vote Referendum (Resolution No. 185.10) as previously prepared by the District attorney. Because the resolution was not available for signature at the meeting, the Board determined to sign it at the next Board meeting.

Resolution 184-10 Michael Whitehead Step Increase

Finance Manager Denita Patton stated that Michael Whitehead was doing a great job, his yearly evaluation was completed, and he is recommended for the step increase. Commissioner Huntington moved to approve Resolution 184-10 to promote Network Administrator Whitehead to Pay Grade 18, Step 6 with a wage of 5,661.07 per month (\$32.66 per hour), effective February 1st, 2010. The motion, seconded by Commissioner Way, with 4 Ayes, no Nays, and Commissioner Screws abstaining.

Special meeting for 4:30 p.m., February 8th, 2010

A special meeting has been set up to discuss personnel issues with Larry Bailey, the new Executive Director of the Risk Pool. This is anticipated to include an executive session with the District's Attorney to discuss personnel issues. This meeting was to start at 4:30 p.m., but Commissioners decided the meeting would start at 5:00 p.m.

Approve purchase of "Enviroscape" for Educational Outreach

The outreach program to the 5th grade class was successful and the WaterPAK model was very effective. The District would like to purchase a Water and Wastewater Enviroscape to better illustrate the cycle of municipal water. The cost is approximately \$1,400.00, Commissioner Screw questioned whether this was a budgeted or not. Plant Manager Poppe said it was. The Commissioners all approved the cost for the Enivroscape.

ATTORNEY'S REPORT

Attorney Gross reported earlier on his information regarding Social Security.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The treatment plant is running well.
- Maintenance Technician Rod Ewing is out on disability.

- The solar system heating is heating water on a cloudy day.
- The staff met with Puget Sound Energy on the \$2.4 Million grant application. The application will be modified for a grant request of \$1 Million.
- Commissioners Huntington and Hart met today with Kitsap County Commissioner Garrido about the Environmental Education Center. This project will be a slow process project. Kitsap County is not prepared to do anything at this time. All in attendance recognized its importance and were interested in the project. Those in attendance were: Commissioner Huntington, Commissioner Garrido, Senator Murray's assistant Kristine Reeves, Eric Baker of Kitsap County and Plant Manager Poppe.
- The Facility is seeking an additional operator, since satellite system contract with Washington State Parks has been extended.
- An anemometer has been installed at the Treatment Plant to measure wind speed and direction. This is to gather data for possible wind power project.
- The District has received a request from PSE to participate in their "Community Forum-Energy" at the Meyenbauer Center in Bellevue. This will be held in June, 2010.
- On January 28th, 2010 Plant Manager Poppe met with Department of Ecology to discuss co-permittee for the Hartstene NPDES.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following items:

- The contractor has drilled down 475 feet with casing and could not get down further. The hydrogeologist wanted the casing at 525 feet. The contractor brought in another rig and is in process of setting it up for operation. It is a slow process.
- The redevelopment of Well 17 is completed. The well capacity after 24 hours is now at 485 GPM. This is more than doubled the well's specific capacity of 3.5 at 320 GPM.
- The crew is finishing up the Sanitary Survey corrections and work orders

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported that the staff is working on compiling information for year end.

Finance Manager Patton asked which Commissioners would be attending the spring WAWSO conference in Ocean Shores. Commissioner Hart, Commissioner Way and Commissioner Screws will be attending.

Other conferences discussed were: WEFTC-Commissioner Hart and Commissioner Way will be attending.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- Bill Lathum, General Manager Curles, and Customer Service Manager Fowler met to discuss a plan for the flushing of the Hartstene Point Water system.

- Customer Service Manager Fowler created some specialized reports for Hartstene Pointe. It was nice to show and share the capabilities of our software through Springbrook. Commissioner Ray asked for a report showing how many vacant lots there were at Hartstene and who the owners were for these lots. The staff was able to create the report in a very short time frame.
- Customer Service Manager Fowler attended her first WAWSD Leadership Development Committee meeting.
- Customer Service Manager reported she would not be in attendance at the next meeting, she will be on vacation.

GENERAL MANAGER'S REPORT

General Manager Curles (vacation)

SIGN VOUCHERS AND RESOLUTIONS

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

COMMISSIONER'S REPORT

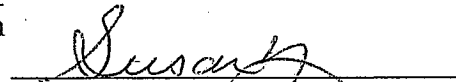
- Commissioner Screws reported her first month in office as President of the Washington Association of Water Sewer Districts has been interesting. The Commissioners workshop was attended by approximately 137, the largest attendance in the history of the Association. Commissioner Screws was also in attendance at the Section II meeting on January 28th at Terrace Falls in Olympia.
- Commissioner Way also stated she had attended the Section II meeting in Olympia on January 28th.
- Commissioner Huntington reported he had attended the Environmental Education Center meeting at the Court House February 1st, 2010.
- Commissioner Hart also reported he attended the Section II meeting in Olympia, January 28th, 2010.

ADJOURN

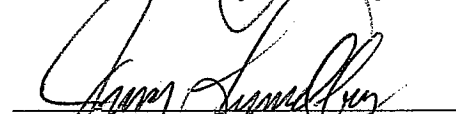
Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 5:15 p.m.


James J. Hart, Chairman

William H. Huntington, Vice Chairman


Susan Way, Secretary


Jeannie Screws, Commissioner


Jerry Lundberg, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
FEBRUARY 01, 2010 WSUD BOARD MEETING**

FEBRUARY 2010 PAYROLL:	91926	N/A
	91928	N/A

	<u>VOUCHER NUMBERS</u>	
ACCOUNTS PAYABLE:		
91926	17762 - 17786	26,621.97
	17788	3,056.00
	17789 - 17811	16,145.77
	17812 - Voided	
	17813	2,933.31
	TOTAL 91926:	48,757.05

91928	8923 - 8936	5,623.86
	8940 - 8956	13,584.21
	TOTAL 91928:	19,208.07

91932	8921 - 8922	907.01
	8937 - 8939	11,601.15
	TOTAL 91932:	12,508.16

91933	17787	2,739.14
	TOTAL 91933:	2,739.14