

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
Tuesday, February 16, 2010

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

Attending: Larry Curles, General Manager
John Poppe, Plant Manager
Joe Redfern, Operations Foreman
Denita Patton, Finance Manager
Deena Carpenter, Customer Service Representative
Richard Gross, District Attorney.

Steve Davis of Mountain West Construction 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 February 1, 2010

Commissioner Way moved to approve the minutes of the February 1, 2010 Board meeting. The motion, seconded by Commissioner Screws, passed unanimously.

Approval of Board Minutes of February 8, 2010

Commissioner Screws moved to approve the minutes of the February 8, 2010 Special Board meeting. The motion, seconded by Commissioner Way, passed unanimously.

Public Hearing: Update of the Hazard Mitigation Plan

Commissioner Hart opened the public hearing to discuss the update of the District's hazard mitigation plan. This document will be included in the Kitsap County Multi-Hazard Mitigation Plan and will identify hazards that would threaten the District's ability to serve the community.

The General Manager explained that the District has identified three major hazards: earthquakes, severe storms, and a tsunami threat. There was no change to the earthquake and severe storm mitigation. A tsunami or high wave in Sinclair inlet has the potential to flood the generator room at the South Kitsap Water Reclamation Facility. If that occurred, a critical electrical panel would be immersed and fail. The solution is to install a water tight door on the generator room.

There were no comments from the Board or the public. The public hearing was closed.

Public Hearing: Colello Annexation

Commissioner Hart opened the public hearing to approve the Colello Annexation. Mr. Colello had petitioned to annex into the District to serve his property at 5747 Bethel Road. One additional property asked to be included in this annexation. The notice was sent to the Kitsap County Boundary Review Board in August 2009 and was approved by the BRB. There were no comments from the Board or the public. The public hearing was closed.

Resolution 183-10 Approval of the Colello Annexation

Commissioner Screws moved to approve Resolution 183-10 to approve the Colello Annexation. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 186-10 Acceptance of the Nathan's Glen Water/Sewer System

Nathan's Glen is a residential plat of 135 townhouses that was started in 2006. The construction had been completed in 2009 and the District has recently been asked to accept it. Commissioner Way moved to approve Resolution 186-10 to accept the Nathan's Glen Water/Sewer System. The motion was seconded by Commissioner Screws.

Mr. Steve Davis addressed the Board in regards to the performance bond. His firm constructed the project and had been encouraging the owner to submit the required maintenance bond in order to have the contractor's performance bond released. Now that the maintenance bond had been accepted by the District, Mr. Davis asked for the District's assistance in trying to avoid the cost of renewal of the performance bond. The Board decided that the District would have a letter written explaining the delay in the acceptance process.

The motion to approve Resolution 186-10 passed unanimously.

Resolution 187-10 Awarding the Salmonberry Tank Repair Contract

The Salmonberry Tank Repair Contract will replace the rafters in the 2 million gallon tank. Five companies had the plans and specifications and the District received two bids. The bid results were as follows:

T. Bailey Inc \$64,000 plus tax
Northern Con-Agg \$92,875
Engineer's Estimate \$70,000

It was noted that the project was budgeted at \$50,000. The actual project costs will be closer to \$80,000 with tax and consultant assistance. The difference would be paid by the reserve funds.

Commissioner Screws moved to approve Resolution 187-10 to award the Salmonberry Tank Repair contract to the low bidder T. Bailey, Inc for a contract cost of \$64,000 plus tax. The motion, seconded by Commissioner Way, passed unanimously.

The District discussed its contract operations. The current status is as follows:

LOCATION	COMMITMENT	COMMENT
Hartstene Pointe	District provides customer service, water, sewer and wastewater treatment services.	The wastewater plant is requiring extensive attention due to deferred maintenance.
Fort Flagler and Larrabee State Park	SKWRF provides wastewater treatment services	Operator Gallagher is on the road 3 to 4 days a week.
Blake Island State Park	SKWRF provided wastewater treatment services.	Contract was not renewed,
Other State Parks	Washington State Parks is interested in the SKWRF assisting at Illahee and other parks.	No decisions have been made.
Mason County	The new Belfair wastewater plant may need assistance.	No decisions have been made.
Bainbridge Island	The City is discussing with KPUD to have them operate the City water and sewer systems.	The District has been asked to provide technical assistance and help evaluate the system.

The General Manager noted that contract operations are impacting the staffing at the District. The SKWRF will need to advertise for an additional operator due to the workload and potential of having one operator out on extended sick leave.

There was a spill at Hartstene Pointe and this illustrates the potential liabilities. If the District is going to expand contract operations, it needs to thoroughly evaluate the policy. The Board directed that the matter be reviewed and reported back to it.

ATTORNEY'S REPORT

Attorney Gross reported that he is working with the State and District Finance Manager on the Divided Vote social security procedures.

He also reported that the legislation for how the district process claims has changed. The new rules specify how the claim will be processed and the District will need to update its resolution.

The Finance Manager will contact the Risk Pool to determine if it has a template for the new resolution.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The treatment plant is running extremely well.
- The natural gas consumption and water consumption are down.
- The new blower still has not arrived. The manufacturer has delayed delivery again.
- Maintenance Technician Ewing is out due to his injured arm.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following items:

- The contractor continues with Well 9. The screen is in and the sand pack is being installed.
- The Sanitary Survey corrections are almost done.
- The crew continues working on sewer work orders and maintenance of the mains.
- The crew is flushing the Hartstene Pointe water mains this week.
- In response to Commissioner Hart's question, he reported the Converse sewer pump is operating well.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported that she is working on the social security issue.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler was on vacation

GENERAL MANAGER'S REPORT

General Manager Curles reported on the following:

- The Department of Ecology has begun the cleanup of contaminated soil at Country Junction. The District has asked for a price for it to include the required water main as part of that work.
- Suppliers have been asked to provide cost proposals for the Salmonberry generator.
- The Karcher Creek reservoir is no longer in use, and has been broken into. The Board discussed ownership of the structure and liability issues. The General Manager will further evaluate this.

The Board was updated on the need for an additional plant operator. Commissioner Way moved to authorize advertising for an additional operator at the South Kitsap Water Reclamation Facility. The motion, seconded by Commissioner Lundberg, passed with four ayes, no nays, and Commissioner Screws abstaining.

The General Manager reported that the following employees earned an additional 8 hours of annual leave by using less than 24 hours of sick leave in 2009:

Rassy Elliot
Wes Morrill

Tracy Fantz
Randy Screws

SIGN VOUCHERS AND RESOLUTIONS

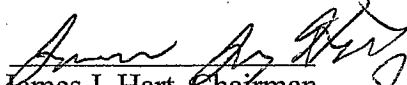
The Board signed the accounts payable vouchers, as indicated on the attached summary sheet.

COMMISSIONER'S REPORT

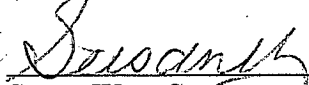
- Commissioner Screws updated the Board on her duties as the President of the Washington Association of Sewer and Water Districts.

ADJOURN

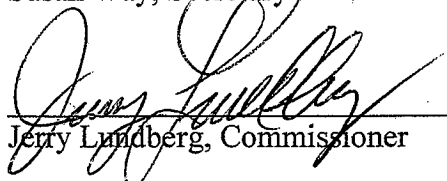
Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Way, passed unanimously. The meeting was adjourned at 7:00 p.m.


James J. Hart, Chairman

ABSENT
William H. Huntington, Vice Chairman


Susan Way, Secretary


Jeannie Screws, Commissioner


Jerry Lundberg, Commissioner

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
FEBRUARY 16, 2010 WSUD BOARD MEETING**

FEBRUARY 2010 PAYROLL:	91926	121,299.12
	91928	56,999.55

ACCOUNTS PAYABLE:		VOUCHER NUMBERS	
	91926	17814 - 17855	30,431.96
		17856 - 17887	43,818.84
		TOTAL 91926:	74,250.80

	91928	8957 - 8971	23,010.86
		8973 - 8991	10,420.64
		TOTAL 91928:	33,431.50

	91932	8972	5,709.80
		TOTAL 91932:	5,709.80

	91933	17888	1,384.65
		TOTAL 91933:	1,384.65