

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, April 19, 2010

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

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

Also in attendance was Ms. Linnie Griffin.

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 April 5, 2010

Commissioner Huntington moved to approve the minutes of the April 5, 2010 Board meeting. The motion, seconded by Commissioner Way, passed unanimously.

Approval of Board Minutes of April 15, 2010

Commissioner Way moved to approve the minutes of the April 15, 2010 Board's special meeting. The motion, seconded by Commissioner Huntington, passed unanimously.

Resolution 202-10 Modifying Water/Sewer Rates

General Manager Curles reported that the wording for the residential block rates was modified to reflect that those rates were billed bi-monthly. There were also other minor word changes in the

new resolution. Commissioner Screws moved to approve Resolution 202-10 which clarified the billing for residential rates. The motion, seconded by Commissioner Way, passed unanimously.

Resolution 203-10 Establish a Greenhouse Gas Policy

State law now requires each entity to have a greenhouse gas policy as a prerequisite to getting State loans or grants. Commissioner Screws moved to approve Resolution 203-10 to establish the District's greenhouse gas policy. The motion, seconded by Commissioner Huntington, passed unanimously.

Purchasing a Ford F550 dump truck

The Ford 550 dump truck was originally budgeted at \$50,000. The actual costs exceeded the budget amount and the Board directed that the used equipment at Pape Equipment be evaluated. Operations Foreman Redfern inspected the equipment and reported that its size exceeded the needs of the District. General Manager Curles recommended that the dump truck be purchased at the cost that was needed. Commissioner Screws moved to authorize the purchase of a 2010 Ford F550 chassis with dump body at a cost of approximately \$68,502 plus tax. The motion, seconded by Commissioner Huntington, passed unanimously.

Update on an Additional Plant Operator

At the last Sewer Advisory Committee (SAC) meeting, the City members concurred with the hiring of a 5th operator at the South Kitsap Water Reclamation Facility (SKWRF). However, the additional worker would have to be hired without increasing the budget. The General Manager evaluated the 2009 revenue from the State parks contract and the current 2010 revenue from the Hartstene Pointe contract operations. The Parks revenue should be sufficient to maintain the day laborer who is hired from Labor Ready. If the Hartstene Pointe revenue from wastewater treatment operations is assigned to the SKWRF, then there is adequate funding for the 5th operator, in addition to the day laborer. This fulfills the SAC budget requirement.

Plant Manager Poppe reported that Operator Self should be back on duty by mid-May and the decision to select a 5th operator has not been finalized as of this time. He also reported that the State Parks contract may not be extended for 2011.

Reorganization of West Sound District

General Manager Curles recommends that the District be reorganized to further integrate the water and sewer operations. The reorganization would include:

- ✓ The pay scale would allow for an OJT operator for the SKWRF, if one is needed in the future.
- ✓ The custodian (Facility Maintenance Technician) would be changed from a full time employee to contract custodial work. The reduction in force and transition would occur for the 2011 year.

- ✓ The water and sewer crews would be merged into one crew that does both. The Utility Specialist Water and Utility Specialist Sewer would become Utility Specialists.
- ✓ Instead of two inspectors, one for water and one for sewer; there would only be one inspector for both water and sewer.
- ✓ Instead of two crew supervisors, there would be only one.
- ✓ One water/sewer employee would specialize in office work and records.
- ✓ The vacant positions for water, sewer and District Engineer would be eliminated.

The Board concurred in the reorganization and the General Manager will begin implementation.

ATTORNEY'S REPORT

Attorney Gross and Finance Manager Patton had submitted all the necessary documents to the State to have the Social Security referendum on August 2nd. So far there has not been a response from Department of Retirement Services.

PLANT MANAGER'S REPORT

Plant Manager John Poppe reported on the following:

- The plant is running well.
- The new blower is installed and will be operating this week. The horse power requirement will drop from 360 to 186 hp and the new unit will have a variable speed process to reduce the cost of operation.
- Work on the PSE grant to fund a micro turbine to produce electricity continues.
- The University of Washington Capstone Program will use graduate students to study and evaluate the SKWRF fermentation process and other areas.
- The State Parks contract continues. Wes Morrell is substituting for Bryan Gallagher who is on vacation.
- State Parks has indicated that due to funding constraints, they may not upgrade the treatment process at Illahee State Park.

OPERATIONS FOREMAN'S REPORT

Operations Foreman Joe Redfern reported on the following:

- Flushing of the water system continues.
- The repairs of the Salmonberry tank roof are completed and the painting will commence. The passageway into the tank will be welded back in place. The work will continue until mid-May.
- The contractor for Well 22 is mobilizing. That work will continue until July or August.
- Work on sewer work orders and main maintenance continues.
- John Tapia and Randy Bowers are sewer workers who passed their Water Distribution Manager 1 certification.

- Bill Latham is a water worker who passed his Wastewater Collection Specialist certification.

FINANCE MANAGER'S REPORT

Finance Manager Denita Patton reported on the following issue:

- She is working with the Risk Pool to have claims training at this office on June 24th.
- The District received 51 applications for summer employment. The Board recommends that the GPS assistant be other than a student.

CUSTOMER SERVICE MANAGER'S REPORT

Customer Service Manager Sue Fowler reported on the following:

- The District is receiving very few calls about dirty water from the flushing.
- Water Week is the first week of May.
- She completed an evaluation of the water revenue of each tier for 2009.

GENERAL MANAGER'S REPORT

General Manager Curles reported on the following:

- The Kerry Lane Water Main construction is completed.
- The Country Junction Water Main construction is completed.
- The Risk Pool has evaluated the Huff claim and a report is expected this week.
- The City of Bainbridge Island is working with Kitsap PUD to take over its water system. They would also like to have the District take over its sewer system. West Sound Utility District has not committed to this request.
- Skip Beahm from Silverdale Water District is working with Finance Manager Patton to evaluate the time sheet process.

SIGN VOUCHERS AND RESOLUTIONS

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

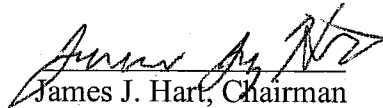
COMMISSIONER'S REPORT


- Commissioner Screws attended several meetings for the Washington Association of Sewer and Water Districts (WASWD) and will attend its Spring Conference in Ocean Shores.
- Commissioner Way will attend the WASWD Spring Conference.
- Commissioner Hart will attend the WASWD Spring Conference.

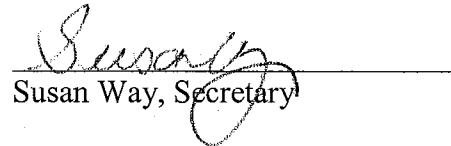
Commissioner Way moved to excuse Commissioner Lundberg for the April 19th Board meeting due to a scheduling conflict. The motion, seconded by Commissioner Huntington, passed unanimously.

ADJOURN

Commissioner Screws moved to adjourn the Board meeting. The motion, seconded by Commissioner Huntington, passed unanimously. The meeting was adjourned at 5:20 p.m.


James J. Hart, Chairman


William H. Huntington, Vice Chairman


Susan Way, Secretary


Jeannie Screws, Commissioner

ABSENT
Jerry Lundberg, Commissioner

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

APRIL 2010 PAYROLL:	91926	120,621.63
	91928	53,174.92

ACCOUNTS PAYABLE:	VOUCHER NUMBERS	
91926	18046 - 18077	12,134.08
	18079 - 18113	86,777.95
	TOTAL 91926:	98,912.03

91928	9091 - 9103	2,686.82
	9116 - 9135	40,655.75
	TOTAL 91928:	43,342.57

91932	9104 - 9109	173,425.63
	9110 - 9115	26,541.46
	TOTAL 91932:	199,967.09

91933	18043 - 18045	79,033.47
	18078	2,800.00
	TOTAL 91933:	81,833.47