

OLYMPIC VIEW WATER AND SEWER DISTRICT
Regular Business Meeting of
February 1st, 2016

Commissioner John Elsasser called the meeting to order at 5:30 p.m. Commissioners Lora Petso and Mike Harrigan were present. Also in attendance were Lynne Danielson, Kelly Boswell, Steve Dunphy and Al Hendricks.

CHANGES OR ADDITIONS TO THE AGENDA

General Manager – Form to change method of notification for Special Meetings for Commissioner Harrigan.

PERSONS TO BE HEARD

There were no persons to be heard.

CONSENT CALENDAR

- a) Sign Minutes of the Regular Meeting of January 4, 2016
- b) Approval of the Minutes of the Rescheduled Meeting of January 15, 2016 and the Special Meeting of January 5, 2016
- c) Approval of the Maintenance Fund Vouchers #16-024 through #16-056 for \$24,917.09
- d) Approval of the Capital Fund Vouchers #16-057 through #16-058 for \$14,245.75
- e) Approve Shutoff List
- f) Approve Payroll

Commissioner Petso requested that the Approval of the Minutes of the Special Meeting of January 5, 2016 be removed from the consent calendar.

Action:	Motion to approve consent calendar
Moved:	John Elsasser
Second:	Lora Petso
Passed:	Unanimous. Motion carried

GENERAL MANAGER'S REPORT

Information:

- a) Josh Brown, Executive Director of Puget Sound Regional Council will be speaking at Alderwood Water and Wastewater District on February 8, 2016 to address the needs of Special Purpose District. The Board and staff have been invited to attend. None of the Board members are able to attend and requested that one of the staff attend on behalf of the District.
- b) General Manager informed the Board that she will not be at the Board meeting on February 16, 2016.
- c) The General Manager reminded the Board members that their second teambuilding meeting will be held at 2:00 pm on February 2, 2016. Notices have been posted. Commissioner Elsasser asked that the meeting be moved to 2:30. Commissioners and staff will be notified if Daphne Schneider is able to make this change.

Discussion:

a) Jim Nelson, D.A. Davidson has contacted the District with information on refinancing the 2009B Bonds. The current market conditions are favorable for refinancing. At the current rate, the savings is estimated to be about 9% over the life of the bonds.

Motion: Authorize the General Manager to begin the refinancing process for the 2009B Bonds.

Moved: Lora Petso

Second: Mike Harrigan

Passed: Unanimous. Motion carried.

b) The General Manager requested authorization for establish a part time office clerk position. In 2000 the part time office clerk left the District. It was determined, at that time the part time position would be better used in a field position. This position was filled at that time. In March 2015, the part time employee left the District.

There has been no formal request from the Operations Supervisor to fill the vacant position for the field, the office staffing situation was evaluated.

The union schedule of a 9/80 work week leave the office with one staff member every Friday. The fill in portion has been handled by the Administration Services Manager. The amount of work has increased and Friday's are now one of the busier days. This prevents the Administration Services Manager from doing her duties because she is filling in the Clerks position every Friday. This also limits the availability of leave time for office staff.

There are additional administration duties that are now not being completed in a timely manner due to a lack of staff to complete them.

The Board expressed a concern regarding the cost of benefits associated with a part time employee. Staff was directed to prepare a job description and research the costs of hiring a part time employee for the office.

c) Roger Eberhart presented the analysis of the well project to the District in December. The Board is now being asked to determine if they wish to pursue the well and which alternative they would like to select. The options were as follows: 1) Go forward with a single well and treatment, 2) Drill an additional well and treatment or 3) Abandon the well and sell the site. The project is expected to be a multiyear project and can be phased in over three years.

The options were discussed. A final decision will be made on March 7, 2016. A notice will be sent to the neighbors regarding the meeting.

d) Scott Dunn, Senior Water Treatment Plant Operator, has requested that the finish water pumps be evaluated for replacement in 2016. The pumps are the original pumps that were installed in 1998. They have been rebuilt one time. There are questions about the efficiency of rebuilding them or replacing them, both in performance and in energy costs. We are requesting authorization to prepare a Request for Proposal (RFP) for an evaluation and design for finish water pumps for Deer Creek.

Motion: Authorize the General Manager to work with the Operations Manager and Senior Treatment Plant

Operator to prepare a Request for Proposal for the evaluation and recommendations regarding finish water pumps at Deer Creek.

Moved: Mike Harrigan
Second: Lora Petso
Passed: Unanimous. Passed

e) The General Manager discussed the alternative notifications for Special Meeting with the Board. Commissioner Harrigan requested that he not receive mailed notices, only email. The email address given is a personal email. It was discussed that all communication between Commissioner Harrigan and the District is subject to Public Records Act and therefore must be maintained according to Public Records rules and guidelines. Commissioner Harrigan will review the notice and return it at a later date.

ADMINISTRATIVE SERVICES MANAGER'S REPORT

Information:

a) Due to an increase in the health care benefits for staff, there is an increase in the contribution to Med-VEBA for those participating.

OPERATIONS MANAGER'S REPORT

Information:

a) 2015 Steel Main replacement contractor, Bonner Brothers, has been issued a notice to proceed for February 8, 2016. Work will be done on 102nd Ave at 238th.

ATTORNEY'S REPORT

There was no report at this meeting.

COMMISSIONER'S REPORT

There was no report at this meeting.

NEXT BOARD MEETING

The next Board Meeting is scheduled for February 16, 2016.

EXECUTIVE SESSION

At 6:55 p.m., the Board entered into an Executive Session to discuss management contracts in accordance with RCW 42.30.110(1)g for 10 (ten) minutes.

They came out of Executive Session at 7:05 and asked if Kelly Boswell wanted to address the Board. She respectfully declined.

The Board went back into Executive Session at 7:06 for 15 minutes to discuss management contracts.

They came out of Executive Session at 7:22 and asked Steve Dunphy if he wished to address the Board. He respectfully declined.


OVWSD Regular Board Meeting of February 1, 2016

The General Manager Evaluation will be rescheduled for February 16, 2016

The meeting adjourned 7:22 p.m.

Transcribed by: Lynne Danielson


APPROVED



John E. Elsasser, President



Mike D. Harrigan, Vice-President



Lora L. Petso, Secretary