

**OLYMPIC VIEW WATER AND SEWER DISTRICT**  
Regular Business Meeting of  
March 7, 2016

Commissioner Lora Petso called the meeting to order at 5:35 p.m. Commissioner Mike Harrigan was present. Also in attendance were Lynne Danielson, Kelly Boswell, Steve Dunphy and Al Hendricks. John Elsasser arrived at 5:44 p.m. Sarah Henderson was in attendance.

**CHANGES OR ADDITIONS TO THE AGENDA**

There were no changes to the agenda.

**PERSONS TO BE HEARD**

There were no persons to be heard.

**CONSENT CALENDAR**

- a) Sign Minutes of the Regular Meeting of February 1, 2016
- b) Approve the Regular Meeting of February 16, 2016
- c) Approval of the Maintenance Fund Vouchers #16-097 through #16-121 for \$17,995.63
- d) Approval of the Capital Fund Vouchers #16-120 for \$7,611.90
- e) Approve Shutoff List
- f) Approve Payroll

Action: Motion to approve consent calendar as presented.

Moved: Mike Harrigan

Second: Lora Petso

Passed: Unanimous. Motion carried

**GENERAL MANAGER'S REPORT**

Information:

- a) PDC Annual Notification  
A reminder to the Board that the PDC annual notification for compliance was due.
- b) Mike Harrigan to sign notice of notification  
Mike Harrigan did not want to sign the notice notification and he then provided a new personal email address and requested that notifications still be sent to his address.
- c) Signing of Contract for Board with Daphne Schneider  
The Contract was not signed.
- d) Public Records Request – Ronald Wastewater & City of Shoreline  
The Board was notified of the public records request from Ronald Wastewater and the City of Shoreline asking for the same information regarding the Point Wells Site.
- e) Seattle Annual Saving Water Partnership Water Conservation Report  
A report from the SPU was reviewed regarding rebates and program updates offered to our customers.

Discussion:

f) Well – Determination

The Well was discussed in depth. The Board directed staff to put together a special meeting on the next steps for the project for the Board and the neighbors of the property.

Action: Motion to authorize the General Manager to proceed with the well project.

Discussion: Staff will put together a neighborhood meeting to introduce the consultants and talk about the process of putting in the second well and building the treatment plant.

Moved: Mike Harrigan

Second: Lora Petso

Passed: Unanimous. Motion carried

g) Bob Brooks – Retirement

The Board was notified that Robert Brooks handed in his resignation for retirement and also that David Lewis was also leaving the District for another employment.

h) Resolution 1044 – Resolution Adopting the 2007 Sewer Comprehensive Plan Amendment No. 2

Action: Motion to adopt the 2007 Sewer Comprehensive Plan Amendment No. 2

Moved: Mike Harrigan

Second: John Elsasser

Passed: Unanimous. Motion carried

i) City of Edmonds Interlocal Agreement – 102<sup>nd</sup> Ave Paving – Resolution 1045

The City of Edmonds is requiring that the whole street on 229<sup>th</sup> be asphalted and not just the repair portion as the contracted stated. The cost of the overlay will be split with the City of Edmonds. Staff is requesting that the Board approve the Interlocal with the City of Edmonds for the 2015 Water Main Repayment Project.

Action: Motion to adopt Resolution 1045 Interlocal Agreement with the City of Edmonds.

Moved: Mike Harrigan

Second: John Elsasser

Passed: Unanimous. Motion carried

j) Financial Statement Preparation – use of outside firm

Due to major changes in the reporting processing of the Financial Statements from GASB, Staff is requesting to use an outside firm for the 2015 Financial Statement preparation.

Action: Motion to approve the District to use an outside Firm in the preparation of the 2015 Financial Statements.

Moved: John Elsasser

Second: Mike Harrigan

Passed: Unanimous. Motion carried

The Board took at recess at 6:20 p.m.

The meeting resumed at 6:35 p.m.

k) 2009B Bond Refunding

The information regarding the refunding of the 2009B Bond was presented to the Board for review.

Action: Authorize the General Manager to Execute the Engagement Letter from Foster Pepper and DA Davidson for refunding issue.

Moved: Lora Petso

Second: John Elsasser

Passed: Unanimous. Motion carried

i) Capital Budget and Additional Bonds

Discuss the Capital Budget and getting additional fund during the refinance of the Bonds. The Board felt it was a good idea to cover the Capital Budget with Bond. John Elsasser asked for a projection of what rates would do over the course of the next few years. Staff will bring back at the next meeting some analysis on rates for the coming years.

**ADMINISTRATIVE SERVICES MANAGER'S REPORT**

Discussion:

a) Who's coming to the Employee Banquet?

John Elsasser and Mike Harrigan will be attending on March 19<sup>th</sup>.

b) Employee Banquet Request for Funds of \$2,000 – Motion to Approved \$2,000 for the Employee Banquet.

Action: Motion to approve \$2,000 for the Employee Banquet.

Moved: Mike Harrigan

Second: John Elsasser

Passed: Unanimous. Motion carried

c) PNWS-AWWA Conference Idaho Early Registration ends March 31<sup>st</sup>

The Board was notified of the deadline for registration for the conference.

d) AWWA Annual Conference Chicago Deadline April 8<sup>th</sup>, 2016

At this time there is no one attending the AWWA Conference.

e) Risk Pool Semi-Annual Membership Meeting Friday March 25<sup>th</sup>

Lora Petso will be attending the Pool meeting.

f) Conference Schedule Review – Petso to attend PNW-AWWA Conference

Staff asked to review the schedule for the year due to upcoming deadlines with conferences. Deadline dates will be presented at the next meeting for review.

- g) Risk Pool Semi-Annual Membership Meeting March 25<sup>th</sup>.  
Lora Petso & Lynne Danielson will attend the meeting on Friday March 25<sup>th</sup>.

Information:

- h) Online Credit Card Acceptance - Approve Online Utility Bill Payment Option for Customers.  
Due to customers request the District will start accepting credit card payments online through the District website.

Action: Motion to approve online payment options for customers.  
Moved: John Elsasser  
Second: Mike Harrigan  
Passed: Unanimous. Motion carried

- i) Uniform Policy – Motion to Approve the Updated District Uniform Policy

Action: Motion to approve the updated uniform policy.  
Moved: John Elsasser  
Second: Mike Harrigan  
Passed: Unanimous. Motion carried

**OPERATIONS MANAGER'S REPORT**

Information:

- a) 2015 Water Main Replacement Change Order for Street Overlay – Motion to Approve the Change Order for street overlays.

The Snohomish County is requiring that the whole street on 229<sup>th</sup> be asphalted and not just a repair to the trench for the main, as the contracted stated. The City of Edmonds has also requested that overlay for 102<sup>nd</sup> Ave SW be completely changed to a grind and overlay. The City has agreed to split the cost of the overlay project in accordance with the Interlocal Agreement approved previously.

Action: Motion to approve the Change Order for overlay on the 2015 Water Main Replacement Project in the amount of \$62,183.00.  
Moved: John Elsasser  
Second: Mike Harrigan  
Passed: Unanimous. Motion carried

- b) Fire Station 1 using District Fire Hydrant Water

The Board was informed of Fire District 1 using the hydrant outside of their firehouse on a weekly basis. The Board is against the Fire Station using unmetered water. Staff is to notify the Station and come up with solutions to monitor their usage.

**ATTORNEY'S REPORT**

There was no report at this meeting.

**COMMISSIONER'S REPORT**

Lora Petso commented on the Insurance Company called Enduris and that they had many Districts that they cover.

**NEXT BOARD MEETING**

The next Board Meeting is scheduled for March 21, 2016.

At which time, Steve Dunphy and Kelly Boswell left the meeting at 7:45 p.m.

**EXECUTIVE SESSION**


At 7:45 p.m., the Board entered into an Executive Session to discuss personnel in accordance with RCW 42.30.110 (1)(g) and union negotiations in accordance with RCW 42.30.140(4)(a) for 15 (fifteen) minutes and then extended for 10 (ten) minutes more and then for an additional 20 (twenty) minutes.

The regularly meeting resumed.

The meeting adjourned 8:33 p.m.

Transcribed by: Kelly Boswell

APPROVED

  
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John E. Elsasser, President

  
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Mike D. Harrigan, Vice-President

  
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Lora L. Petso, Secretary