

OLYMPIC VIEW WATER AND SEWER DISTRICT
Regular Business Meeting of
April 18, 2016

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

CHANGES OR ADDITIONS TO THE AGENDA

Add under General Managers Report

- Water Sampling In-House
- DOH Staffing

PERSONS TO BE HEARD

Jim Nelson - DA Davidson

Mr. Nelson addressed the Board regarding the Bond refunding and the issuing of 5 million in new money for the Districts capital projects. The fees, the savings for the District, and the District's financial rating was discussed at length.

Marc Greenough – Foster Pepper PPLC - 2016 Bond Refund and Capital Financing

Mr. Greenough was in attendance to answer any questions that the Board may have had with regards to the legal process for the Bond Refunding.

Motion to pass Resolution 1046 – Issue Bonds for Capital Financing and Refunding 2009B Bond.

Action: Motion to approve Resolution 1046 for Bond Refunding and Capital Financing

Moved: John Elsasser

Second: Lora Petso

Passed: Unanimous. Motion carried.

CONSENT CALENDAR

a) Sign Minutes of the Regular Meeting of March 21, 2016

b) Approve the Regular Meeting of April 4, 2016

c) Approval of the Maintenance Fund Vouchers #16-198 through #16-243 for \$212,857.90

Action: Motion to approve consent calendar as presented.

Moved: John Elsasser

Second: Mike Harrigan

Passed: Unanimous. Motion carried.

GENERAL MANAGER'S REPORT

Information:

a) Operations Manager – Out on Medical Leave until May 6, 2016

The Board was notified that the Operations Manager would be out until May 6th.

- b) S&P (Standard & Poors) Rating Interview and Results
The Board was informed that the Districts AA rating had been reaffirmed after a rating interview with Standard and Poors.
- c) Union Negotiations – COLA Adjustment
At the beginning of the year, staff members were given the COLA for 2016 even though the District was in union negotiations. The Board was informed of oversight and that the union contract was accepted by members. The Board will have the new Contract for signing at the next meeting.
- d) 2015 Water Main Replacement – Current Status
The Board was updated on the 2015 Main Replacement Project. The project is in the punch list phase with the contractor.
- e) Updated all Job Descriptions
The District job Descriptions' have been updated and are currently with the Union rep. The Board will be getting copies of the job descriptions at the next meeting.
- f) Snohomish County Public Hearing May 11, 2016 @ 10:30
The Board was notified of the May 11th Hearing at the County. Lora Petso was interested in attending with Staff.
- g) Meeting with Snohomish County Council Members
The General Manager is trying to schedule meetings with the Snohomish County Councilmember. Lora Petso is interested in attending the meetings.
- h) Daphne Schneider – Board Presentation May 2, 2016.
Ms. Schneider will be reporting to the Board on May 2.
- i) Water Sampling In-House
The District has decided to bring water sampling in-house instead of having SPU sampling the water in the District. This process will begin on May 1, 2016.
- j) Department of Health Staffing
Due to a few employees that were certified water treatment plant operators leaving the District, DOH has evaluated our staffing levels for the system. At this time, the District does not meet the requirements. DOH offered the opportunity to have one of the current staff temporarily certified as a WTPO 2, which will bring the District into compliance. Another alternative is to request that the number of staff required to operate the system be changed. This is done by sending a request to DOH. They then evaluate the District and make the determination. At this time, staff is recommending that a temporary operator certification be applied for until the District is fully staff again. It remains the responsibility of the Senior Treatment Plant Operator to determine when field staff is qualified to operate the plant.

Discussion:

- k) Request for Proposal (RFP) Rate Study
The last rate study by an outside entity was last done in 1999. Staff is requesting to send out an RFP for services.

Action: Authorize the General Manager to obtain RFP for a comprehensive rate study.

Moved: John Elsasser
Second: Mike Harrigan

Passed: Unanimous. Motion carried.

l) Developer Extension Applications – Madrona School & 104th and 238th

Action: Approve the Developer Extension Applications for Madrona School and 23800 104th Ave W.

Moved: John Elsasser

Second: Mike Harrigan

Passed: Unanimous. Motion carried.

m) Authorization to begin the hiring process for two temporary field staff.

Staff is requesting to begin the hiring process for two temporary field employees. The Board wishes to look at the job description before authorizing.

ADMINISTRATION SERVICES MANAGER'S REPORT

Information:

a) Policy – Motion to Approve the Updated Employee Appreciation Policy
Postponed until a future meeting.

b) Resolution 1047 Surplus Equipment

equipment. Action: Motion to approve Resolution 1047 surplus old

Moved: John Elsasser

Second: Lora Petso

Passed: Unanimous. Motion carried.

c) Resolution 1048 – Surplus Trucks 7 & 8

Action: Motion to approve Resolution 1048 surplus trucks 7 & 8.

Moved: John Elsasser

Second: Lora Petso

Passed: Unanimous. Motion carried.

OPERATIONS MANAGER'S REPORT

There were no reports for this meeting.

ATTORNEY'S REPORT

There was no report at this meeting.

COMMISSIONER'S REPORT

Lora Petso reported on the Sno-King meeting to the other board members.

Ms. Petso also addressed the Attorney with regards to the By-Laws for Sno-King. She had previously asked the Attorney to spend 30 minutes red-lining the by-laws, approved by the Board on February 22, 2016. At this time there has not been anything provided to the Board regarding

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by-laws.

Al Hendricks said he would discuss the matter with Joe Bennett.

NEXT BOARD MEETING

The next Board Meeting is scheduled for May 2, 2016.

EXECUTIVE SESSION


At 7:23 p.m., the Board entered into an Executive Session to discuss personnel in accordance with RCW 42.30.110 (1)(i) for five (5) minutes.

The regularly meeting resumed.

The meeting adjourned 7:27 p.m.

Transcribed by: Kelly Boswell

APPROVED



John E. Elsasser, President



Mike D. Harrigan, Vice-President



Lora L. Petso, Secretary