

**OLYMPIC VIEW WATER AND SEWER DISTRICT**  
Regular Business Meeting of  
July 6, 2016

Commissioner John Elsasser called the meeting to order at 5:30 p.m. Mike Harrigan and Lora Petso were present. Also in attendance was Lynne Danielson, Kelly Boswell, Marty Henninger, Scott Dunn and Joe Bennett.

**CHANGES OR ADDITIONS TO THE AGENDA**

- Add Lead Testing in Edmonds School District.
- Add Financial Statement Update.

**PERSONS TO BE HEARD**

Ed Taylor, Attorney from Sebris, Busto, James, was in attendance.

**CONSENT CALENDAR**

- a) Sign Minutes of the Regular Meeting of June 6, 2016
- b) Approve the Regular Meeting of June 20, 2016
- c) Approval of the Maintenance Fund Vouchers #16-389 through #16-407 for \$36,394.06
- d) Approval of the Capital Fund Vouchers #16-408 and #16-409 for \$10,463.16
- e) Approval of the Construction Fund Vouchers #16-410 and #16-411 for \$57,074.53
- f) Approve Shut off List
- g) Approve Payroll

Action: Motion to approve the consent calendar

Moved: Lora Petso

Second: John Elsasser

Passed: Unanimous. Motion carried

**EXECUTIVE SESSION**

At which time Lynne Danielson, Kelly Boswell, Marty Henninger and Scott Dunn left the meeting.

At 5:38 p.m., the Board entered into an Executive Session to discuss legal matters in accordance with RCW 42.30.110 (1)(i) for thirty (30) minutes and then extended for an additional thirty (30) minutes until 6:25 p.m.

The regularly meeting resumed at 6:26 p.m.

At which time Lynne Danielson, Kelly Boswell, Marty Henninger and Scott Dunn returned to the meeting.

**GENERAL MANAGER'S REPORT**

Information:

a) Notice of Lawsuit filed by Ronald Wastewater

The Board was informed of a lawsuit filed in King County by Ronald Wastewater District naming the District.

b) Financial Statements

The Board was presented with some general verbiage changes from the consultant for the financial statements. Staff is requesting comments back by the end of the week.

c) Lead Testing for Edmonds School District

Per the request of Commissioner Petso, staff has spoken with the Edmonds School District regarding testing of their systems for lead. The school district has said that they are testing their system on an ongoing basis.

Discussion:

d) Use of Surface or iPad for Board Meetings

Staff discussed moving towards tablet's for Board meeting material in lieu of the paper binder that they currently use. The Board was interested in looking at prices and options for electronic format for Board Meetings.

e) Set date for Neighborhood/Well Project Meeting

Tuesday August 2<sup>nd</sup> at 5:30pm will be the meeting, staff to make the necessary arrangements.

f) Cost of Service Rate Study – Select Consultant

A long discussion on the consultant's occurred.

Action: Motion to approve the proposal from HDR for the completion of a Cost of Service Rate Study in an amount not to exceed \$39,258 and authorize the General Manager to sign any required contracts.

Moved: Mike Harrigan

Second: John Elsasser

Passed: Unanimous. Motion carried

g) Hazard Mitigation Plan

In response to a question raised at the June 20<sup>th</sup> meeting regarding the current status of the District's Emergency Management Plan and Hazard Mitigation Plan status, staff has contacted Snohomish County Department of Emergency Manager (DEM) who has contracts with several of the cities and special purpose Districts that belonged to ESCA. Staff will meet with Snohomish County DEM to begin the process of joining them and having our plan incorporated into the county wide plan.

h) Department of Health Routine Distribution Sanitary Survey 2016 Results

The Sanitary (water) Survey was discussed. The District received a clean report with just a few recommendations for staff. The Survey is good for three years.

i) WEFTEC – Annual Conference September 24-28 – New Orleans

The Board was given a conference schedule. There was no interest in the Conference from the Board members at this time.

- j) HDR – Well & Treatment Facility – Scope of Service  
The scope was reviewed by the Board.

Action: Motion to approve the proposal for the 228<sup>th</sup> St New Well & Treatment Facility Scope of Services and authorize the General Manager to sign any required contracts.

Moved: Mike Harrigan  
Second: John Elsasser  
Passed: Unanimous. Motion carried

#### **ADMINISTRATION SERVICES MANAGER'S REPORT**

##### Discussion:

- a) Billing Module for Online Bill Pay Checks

A new billing module to eliminate paper online bank checks was discussed. The module would aid in staff time of processing the hundreds of checks that come in to the office on a monthly basis.

Action: Motion to approve the purchase of the online bill pay check module from CUSI.

Moved: Mike Harrigan  
Second: John Elsasser  
Passed: Unanimous. Motion carried

- b) Summer Newsletter

The current newsletter was presented to the Board for comments. There were no changes.

- c) District Public BBQ

The Board was notified of the next BBQ which is scheduled for July 22<sup>nd</sup>.

#### **OPERATIONS MANAGER'S REPORT**

There was no report at this meeting.

#### **ATTORNEY'S REPORT**

There was no report at this meeting.

#### **COMMISSIONER'S REPORT**

John Elsasser requested more information on the Consultant for the Rate Study.

#### **NEXT BOARD MEETING**

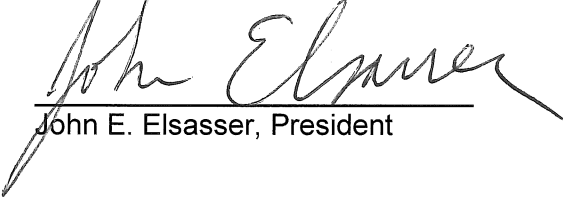
The next Board Meeting is scheduled for July 18, 2016.

OVWSD Regular Board Meeting of July 6, 2016

The meeting adjourned 7:26 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