

OLYMPIC VIEW WATER AND SEWER DISTRICT
Regular Business Meeting of
August 15, 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, and Al Hendricks.

CHANGES OR ADDITIONS TO THE AGENDA

Add under General Manager's report sewer back-up on 105th and Personnel Policy.

PERSONS TO BE HEARD

There were no persons to be heard.

CONSENT CALENDAR

- a) Sign Minutes of the Regular Meeting of July 18, 2016
- b) Sign the Minutes of the Special Meeting of July 18, 25 and 28th, 2016.
- c) Approve the Regular Meeting of August 1, 2016
- d) Approval of the Maintenance Fund Vouchers #16-481 through #16-510 for \$116,114.35
- e) Approval of the Construction Fund Vouchers #16-511 through #16-513 for \$8,855.30

Action: Motion to approve the consent calendar

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

GENERAL MANAGER'S REPORT

Information:

- a) Petition for review of Comprehensive Plan approval filed with Growth Management Board against Snohomish County.
The Board was informed of a filling with the GMB to review the District Comp Plan.
- b) Sewer Back-up on 105th
The Board was informed of a sewer back-up that occurred on 105th at customers home due to the City of Edmonds contractor on a storm drain project.
- c) Personnel Policy
The outdated personnel policy was discussed with the Board. The Policy will be sent to the attorney for review.

Discussion:

- d) Public Records Act Policy

Action: Approve Public Records Act Policy

Moved: John Elsasser

Second: Lora Petso
Passed: Unanimous. Motion carried

e) Resolution 1050 – Hydrant and Water Service Fees

Action: Adopt Resolution 1050 setting fees for hydrant meters and water meter installation.

Moved: Lora Petso
Second: John Elsasser
Passed: Unanimous. Motion carried

f) 2015 Financial Statement for release

Action: Approve the release of the 2015 Financial Statements as corrected.

Moved: Lora Petso
Second: John Elsasser
Passed: Unanimous. Motion carried

g) 2nd Quarter Budget Status

The 2nd quarterly budget for 2016 was presented and discussed with the Board.

h) Review Operations Manager job description

The Board was given a copy of the job description for review.

i) Maintenance Tech hiring process status - closed 8/10/16

The Board was notified of the status of hiring vacant district positions.

j) Schedule Daphne Schneider for report on Teambuilding

Ms. Schneider will be presenting her report to the Board at the meeting of July 6.

ADMINISTRATION SERVICES MANAGER'S REPORT

Information:

a) WASWD Conference – September 21, 2016 Spokane

Lora Petso will be attending the WASWD Conference in Spokane.

b) Draft of the Commissioner Ethic Policy

Staff had a misunderstanding with the Commissioners on what was needed to be included in the policy. Staff was redirected and will bring back a phone in to meeting policy at a future meeting.

OPERATIONS MANAGER'S REPORT

There was no report at this meeting.

ATTORNEY'S REPORT

There was no report at this meeting.

COMMISSIONER'S REPORT

Lora Petso reported on the last Section 3 and Snoking meetings and she attended.

EXECUTIVE SESSION

At which time Kelly Boswell left the meeting.

At 6:48 p.m., the Board entered into an Executive Session to discuss legal matters in accordance with RCW 42.30.110 (1)(i)(g) for ten (10) minutes and then extended for an additional ten (10) minutes until 7:12 p.m.

The regularly meeting resumed at 7:12 p.m.

NEXT BOARD MEETING

The next regular scheduled meeting is Tuesday September 6th, 2016 (Labor Day Holiday)

The meeting adjourned 7:15 p.m.

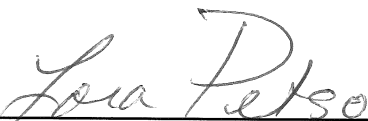
Transcribed by: Kelly Boswell

APPROVED

John E. Elsasser, President



Mike D. Harrigan, Vice-President



Lora L. Petso, Secretary