

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

Commissioner John Elsasser called the meeting to order at 5:31 p.m. Mike Harrigan and Lora Petso were present. Also in attendance was Lynne Danielson, Kelly Boswell, and Joe Bennett.

**CHANGES OR ADDITIONS TO THE AGENDA**

None

**PERSONS TO BE HEARD**

Daphne Schneider reported on the teambuilding sessions with staff members. The Board asked for a proposal to be submitted on continuing the work with staff as new employees begin work with the District.

At 5:50 p.m. the meeting continued and Daphne Schneider left the meeting.

**CONSENT CALENDAR**

- a) Sign Minutes of the Regular Meeting of August 1, 2016
- b) Approve the Special Meeting Minutes of August 8, 2016  
Approve the Special Meeting Minutes of August 22, 2016  
Approve the Special Minutes of August 29, 2016  
Approve the Regular Meeting of August 15, 2016
- c) Approval of the Maintenance Fund Vouchers #16-514 through #16-543 for \$25,903.23  
Approval of the Capital Fund Vouchers #16-544 and #16-545 for \$32,664.46
- d) Approve Shut-off list
- e) Approve Payroll

Action: Motion to approve the consent calendar with changes to the August 22, 2016 special meeting minutes.

Moved: John Elsasser

Second: Lora Petso

Passed: Unanimous. Motion carried

**GENERAL MANAGER'S REPORT**

Discussion:

- a) HDR Proposal and Scope of Service for the evaluation of the Finished Water Pumps at Deer Creek.

Action: Authorize the General Manager to sign the contract with HDR for the Evaluation of Finished Water Pumps and Pumping System not to exceed \$40,000.

Moved: Mike Harrigan

Second: John Elsasser

Passed: Unanimous. Motion carried

- b) Review Operations Manager Job description.  
The Board had no further edits for the job description.
- c) Authorize filling the Maintenance Tech 2 position based on applications and interviews.

Action: Authorize the General Manager to offer the Tech 2 position to Jay Prosser.

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

- d) Update SCADA  
Staff is requesting to have the District's consulting engineering firm help to evaluate the outdated SCADA system for the District and draft an RFP for the upgrades that are needed.

Action: Authorize the General Manager and the appropriate staff to work with PACE to draft an appropriate Request for Proposal (RFP) for the SCADA system upgrade.

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

- e) Review the Maintenance Tech 3 process.

Action: Authorize the General Manager to hire two new field staff.

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

- f) Resolution 1051 - Participation in the Snohomish County Hazard Mitigation Plan

Action: Approve Resolution 1051 - Participation in the Snohomish County Hazard Mitigation Plan.

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

- g) Accept Developer Extension L-111 Trio Townhomes, 230th St SW as complete.

Action: Approve Developer Extension L-111 Trio Townhomes, 230th St SW as complete.

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

h) Select MWPAAC Representative and Alternate.

Action: Motion to appoint Lynne Danielson as the District representative and Lora Petso as the District alternate to MWPAAC.

Moved: Lora Petso

Second: John Elsasser

Passed: Unanimous. Motion carried

**ADMINISTRATION SERVICES MANAGER'S REPORT**

There was no report at this meeting.

**OPERATIONS MANAGER'S REPORT**

There was no report at this meeting.

**ATTORNEY'S REPORT**

Add Executive Session.

**COMMISSIONER'S REPORT**

Lora Petso presented an article for staff regarding shoring safety.

**EXECUTIVE SESSION**

At 5:38 p.m., the Board entered into an Executive Session to discuss litigation issue in accordance with RCW 42.30.110 (1)(i) for five (5) minutes,

At which time Kelly Boswell and Lynne Danielson left the meeting.

At 6:43 p.m., the Board entered into an Executive Session to discuss personnel issue in accordance in with RCW 42.30.110 (1)(g) for ten (10) minutes and then extended for an additional five (5) minutes until 5:53 p.m.

The regularly meeting resumed at 5:52 p.m.

**NEXT BOARD MEETING**

The next regular scheduled meeting is Tuesday September 19, 2016

The meeting adjourned 5:53 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