

OLYMPIC VIEW WATER AND SEWER DISTRICT

Regular Business Meeting of
November 4, 2015

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

CHANGES OR ADDITIONS TO THE AGENDA:

Add: Auditors Letter and Coliform Testing under General Managers Report

CONSENT CALENDAR:

- a) Sign Minutes of the Regular Meeting of September 9, 2015
- b) Sign Minutes of the Special Meeting of September 28, 2015
- c) Approval of the Regular Meeting of October 19, 2015
- d) Approval of the Maintenance Fund Vouchers #15-642 through #15-673 for \$118,608.36
- e) Approval of the Capital Fund Vouchers #15-674 and #15-675 for \$88,122.30
- f) Approve Shut-off List
- g) Approve Payroll

Action: Motion to approve the consent calendar as presented.

Moved: John Elsasser

Second: Lora Petso

Passed: Unanimous. Motion carried.

At this time Kelly Boswell left the meeting.

EXECUTIVE SESSION:

At 5:33 p.m., the Board entered into an Executive Session for personnel matters in accordance with RCW 42.30.110(g) for ten (10) minutes after which time Lynne Danielson left the meeting, the session was extended for ten (10) for legal matters in accordance with RCW 42.30.110(1)(i).

The regular meeting reconvened at 5:54 p.m.

GENERAL MANAGER'S REPORT:

Information:

- a) 2013-2014 Audit – Entrance Interview

The Board was notified that the Auditors need to arrange an entrance interview with a Board member. Staff will arrange the meeting and let the Board know the date and time.

- b) Auditor Letter of Intent

The President needed to sign the Letter of Intent Document for the State Auditor. John Elsasser signed the document.

- c) 2015 3rd Quarter Budget Review

The Budget was presented to the Board for review at this time.

Discussion:

d) Coliform Testing

The recent coliform positive tests were discussed with the Board. A timeline of event was presented for them to review. DOH has determined that the samples will be invalidated due to testing sample station being the source of the issues. Staff cleaned and performed maintenance on the Stand and there have been no further positive test results. Scott Dunn was commended for his diligence during this time.

ADMINISTRATIVE SERVICES MANAGER'S REPORT:

Information:

a) Commissioner Email Reminder

Staff reminded the Board to check their emails often. The commissioner's email addresses are listed on the website and they may get email from ratepayers in their inbox.

Discussion:

b) Customer Requesting Door Tag Fee Removed

A customer wrote the Board a letter asking for the \$20 door hanger fee to be removed due to not paying enough through her automatic bill pay that was set up to pay a certain amount on a regular basis that was not enough to cover her bill.

Action: Motion to approve a one-time only reversal of the \$20.00 door hanger fee.

Moved: John Elsasser

Second: Lora Petso

Passed: Unanimous. Motion carried.

Joe Bennett left the meeting at 6:21 p.m.

c) Winter Newsletter

The Newsletter was presented for comments from the Board. Staff is requesting any changes by Friday the 6th to meet printing deadlines.

d) 3rd Quarterly Report

The Administration report was discussed at depth. John Elsasser asked about online credit cards payment options for customers. Staff is currently looking at options for online payment through the District website – there are concerns regarding security from the General Manager. Staff will report back with options in the near future.

OPERATIONS MANAGER'S REPORT:

No report at this meeting.

ATTORNEY'S REPORT:

No report at this meeting.

COMMISSIONER'S REPORT:

Lora Petso wanted to discuss the procedure for excusing commissioners from meetings. She requested information on how many meeting each commissioner has missed for 2015.

NEXT BOARD MEETING:

The Next Board Meeting is scheduled for November 16, 2015.

The meeting adjourned at 6:40 p.m.

Transcribed by: Kelly Boswell

APPROVED



John E. Elsasser, President



Mike D. Harrigan, Vice-President



Lora L. Petso, Secretary