

OLYMPIC VIEW WATER AND SEWER DISTRICT

Business Meeting of
December 7, 2015 at 5:30 p.m.

CALL TO ORDER

Present were Daphne Schneider, John Elsasser, Lora Petso, Mike Harrigan, Al Hendricks, Steve Dunphy and Lynne Danielson.

ANY ADDITIONS OR CHANGES TO THE AGENDA

General Manager: Discussion: e) Seattle Public Utilities Northwest Regional System Wheeling Agreement

PERSONS TO BE HEARD

Daphne Schneider – Phase 1 report – Daphne Schneider presented her findings to the Board. Ms. Schneider interviewed each Commissioner, Manager and employee of the District. There were some overlying themes that she was able to put together from the interviews for each group.

She presented the Board with a list of recommendations of future work based on the findings of the interviews.

Action: Move to approve an amendment to the contract for Daphne Schneider to proceed with action on the presented recommendations, not to exceed fifty three (53) hours at the current contract rate.

Moved: Mike Harrigan
Second: Lora Petso
Passed: Unanimous

CONSENT CALENDAR

- Sign Minutes of the Regular Meeting of November 4, 2015
- a) Approval of the Minutes of the Regular Meeting of November 16, 2015
- b) Approval of the Maintenance Fund Vouchers #15-717 through #15-750, #16-001 and #16-002 for \$43,944.94
- Approval of the Capital Fund Voucher #15-751 for \$9,557.50
- Correction to Maintenance Fund of November 16th – from \$170,299.97 to \$171,598.15, #15-700 due to correction in the B&O tax
- c) Approve Shut-off List
- Approve Payroll

Action: Approve the Consent Calendar as presented

Moved: Mike Harrigan
Second: Lora Petso
Passed: Unanimous

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GENERAL MANAGER'S REPORT

Information:

- 2013-2014 Audit – Exit Interview – The State audit has concluded field work and would like to schedule an exit interview for all interested Board members and staff. The exit interview is currently scheduled for Monday, December 21, 2015 at 5:30 pm. By consensus, the Board approved this. No additional meeting notices will need to be issued.

- General Manager Annual Evaluation – Lynne Danielson reminded the Board that it is past time for her annual evaluation in accordance with her employment contract. The District's attorney will put together the packets for the Board.

- a) 2016 WASWD Commissioner Workshop – January 30, 2016 – The 2016 WASWD Commissioner Workshop will be held on January 30, 2016 at Embassy Suites at 5620 W Valley Highway, Seattle. Commissioner Petso requested an itinerary for the event to be presented at the next Board meeting.

Discussion:

- b) 2016 Budget – The first draft of the 2016 Budget was presented to the Board. After discussion of the proposed revenue and expenses which resulted in a proposed rate increase, the Board asked that the rate increase be reevaluated using some or all of the Rate Stabilization Fund, any general facility fees and alternatives to capital funding. An alternate budget will be presented at the next meeting.

- c) 2015 Water Main Replacement – Bids were opened on November 30, 2015 for the 2015 Water Main Replacement. Four bids were received. The lowest responsible bid was from Bonner Brothers. Dave Hutley, PACE Engineering, submitted a letter requesting that the Board award the bid to Bonner Brother.

Action: Move to Award the 2015 Watermain Replacement project to Bonner Brothers and authorize the General Manager to sign the contract.

Moved: Lora Petso
Second: Mike Harrigan
Passed: Unanimous

- d) Treatment Plant Sanitary Survey Report – Deer Creek Water Treatment Plant completed its required Department of Health Sanitary Survey. The survey is required every three years. The survey noted minor two areas that needed to be addressed. These were addressed by staff. Thanks was given to Scott Dunn, Bryan Choate and Fred Hebish, for the work done up and during the survey.

- e) The NW Subregional System Wheeling Agreement between Seattle Public Utilities and the District was presented to the Board. The negotiations on the agreement started in December 2012 and a final agreement has been reached between staff of both utilities. Commissioner Petso requested that the draft document be forwarded to Tom Fitzpatrick to see if he had any comments prior to final acceptance.

ADMINISTRATION SERVICES MANAGER'S REPORT

Kelly Boswell was not present at this meeting

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OPERATIONS MANAGER'S REPORT

No Report

ATTORNEY'S REPORT

Union Contract Negotiations - Another negotiation session is scheduled for December 8, 2015.

COMMISSIONER'S REPORT

Commissioner Elsasser asked staff if the District would be seeking a replacement for the part time position vacated by the death of Mike Johnson. There is no recommendation from staff at this time regarding replacing the part time position.

Commissioner Elsasser also asked for an update on the Employee Appreciation Banquet. The committee members are Steve Dunphy, Mike Harrigan and David Lewis. As of this date, there is no specific information available, but they are continuing to work on it.


NEXT BOARD MEETING

The next Board Meeting is scheduled for December 21, 2015

ADJOURNED at 7:45

Transcribed by: Lynne A. Danielson

APPROVED



John E. Elsasser, President



Mike D. Harrigan, Vice-President



Lora L. Petso, Secretary