

## **OLYMPIC VIEW WATER AND SEWER DISTRICT**

Regular Business Meeting of  
January 6, 2014

Commissioner Mike Harrigan called the meeting to order at 5:32 p.m. Commissioner Lora Petso and Commissioner John Elsasser were present. Also in attendance were Lynne Danielson, Steve Dunphy, Kelly Boswell and Joe Bennett.

### **CHANGES OR ADDITIONS TO THE AGENDA:**

Under General Managers Information add Sewer Claim

### **PERSONS TO BE HEARD:**

There were no persons to be heard.

### **OATH OF OFFICE**

Lora Petso took the Oath of Office for her re-elected position.

### **SELECTION OF OFFICERS FOR 2014**

Commissioner positions for 2014 were selected. Lora Petso, President, John Elsasser, Vice President and Mike Harrigan, Secretary. At this time, the Board switched positions and Lora Petso continued the meeting.

Action: Motion to approve positions for 2014.

Moved: Mike Harrigan

Second: Lora Petso

Passed: Unanimous. Motion carried.

### **CONSENT CALENDAR:**

- a) Sign the Minutes of the Business Meeting of December 2, 2013
- b) Approval of the Minutes of the Regular Business Meeting of December 16, 2013
- c) Approval of the Maintenance Fund Vouchers #13-803 through #13-832, #13-834 and #14001 through #14-005 for \$26,744.84
- d) Approval of the Construction Fund Voucher #13-833 for \$4,171.36
- e) Approve Shut-off List
- f) Approve Payroll

Action: Motion to approve the consent calendar.

Moved: Mike Harrigan

Second: John Elsasser

Passed: Unanimous. Motion carried.

**GENERAL MANAGER'S REPORT:**

Information:

- a) WSRMP – Resignation of Larry Bailey  
The Board was notified of the resignation of Larry Bailey, Executive Director of the Risk Management Pool as of the end of 2013. Ken Goodwin will serve as Interim Executive Director.
  
- b) Customer Meeting 1/13/2014 @5:00  
The Board was notified of the Open House meeting for the neighbors of 8605 228<sup>th</sup> St SW. to discuss the purchase of the property for use as a possible production well.
  
- c) Sewer Claim 106<sup>th</sup> Ave.  
Staff informed the Board of a sewer backup that occurred on December 31<sup>st</sup> 2013 due to a missed locate by a staff member. The customers were placed into a local hotel for two nights. This allowed staff to make the necessary repairs to the line. An insurance claim may follow.

There was discussion on further training for staff with regards to locating and the staff's customer service during a call out.

Commissioner Elsasser discussed the District policy on employees referring District customers to private contractors. The District policy is that no referrals will be made by staff. This will be discussed with staff.

Discussion:

- a) The 2011 – 2012 Audit has been completed and a date for an exit conference needs to be set. The auditor provided staff with several options.

All Board members are available on January 14<sup>th</sup>, 2014 at 9:00 am for the meeting. A notice will be posted for the special meeting.

**ADMINISTRATIVE SERVICES MANAGER'S REPORT:**

Discussion:

- a) Purchase of a New Billing Inserter Machine  
The current billing machine was purchased in 2003 and is past its useful life and is requiring monthly maintenance. Staff is requesting to purchase a new billing/insert machine from APS, Inc. for an amount not to exceed \$9,995.00 + tax.

Action: Motion to approve the purchase of a new Billing/Inserting Machine not to exceed \$9,995.00 + tax.

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

**OPERATIONS MANAGER'S REPORT:**

Discussion:

- a) Steve Dunphy reported to the Board on the water treatment plant operations. Annual maintenance is reaching completion and the plant should be back online within a week.
- b) The 1.5MG tank was drained and a scheduled inspection of the interior was completed. The inspection indicated that the tank lining is holding up well and requires not additional action at this time. The outside of the tank needs to be cleaned. This will be added to the capital project schedule for the upcoming year.

**ATTORNEY'S REPORT:**

The attorney's report will be given under executive session.

**COMMISSIONER'S REPORT:**

Mike Harrigan will not be available for the February 2, 2014 meeting. The schedule for next month's meetings was discussed. It was agreed to move the February 2<sup>nd</sup> meeting to the 10<sup>th</sup> and the 17<sup>th</sup> to the 24<sup>th</sup> due to the Holiday on the 20<sup>th</sup>. Call and notices will be issued for the changes in the meeting schedule.

**NEXT BOARD MEETING:**

The next Board meeting is rescheduled for January 27, 2014 due to the Holiday on the January 20<sup>th</sup>.

**EXECUTIVE SESSION:**

The Board entered into an Executive Session for Personnel and Property Acquisition at 6:14 p.m. for fifteen (15) minutes.

The regular meeting reconvened at 6:29 p.m.

The meeting adjourned at 6:30 p.m.

Transcribed by: Kelly Boswell

APPROVED

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Lora L. Petso, President

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John E. Elsasser, Vice President

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Mike D. Harrigan, Secretary