

## OLYMPIC VIEW WATER AND SEWER DISTRICT

Regular Business Meeting of  
February 10, 2014

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

### CHANGES OR ADDITIONS TO THE AGENDA:

Under Administrative Manager discussion add Letter to the Board

### PERSONS TO BE HEARD:

There were no persons to be heard.

### CONSENT CALENDAR:

- a) Sign the Minutes of the Business Meeting of January 6, 2014
- b) Approval of the Minutes of the Regular Business Meeting of January 27, 2014
- c) Approval of the Maintenance Fund Vouchers #13-862 through #13-865 and #14-035 through #14-063 for \$172,238.39
- d) Approval of the Construction Fund Voucher #14-064 for \$32,640.56

Action: Motion to approve the consent calendar with the addition of voucher #14-065 for a total of \$608,128.21 for the Maintenance Fund.

Moved: John Elsasser

Second: Lora Petso

Passed: Unanimous. Motion carried.

### GENERAL MANAGER'S REPORT:

#### Information:

- a) City of Shoreline Special Meeting  
The General Manager attended a City of Shoreline Council meeting where the City of Seattle legislative process regarding the purchase of the Seattle Public Utilities (SPU) Water system was discussed. Questions regarding future water supply to the District from Seattle were sent to Terri Gregg, Wholesale Contract Manager for SPU.
- b) 8605 228<sup>th</sup> Purchase complete  
The Board was informed that the purchase of the property for the new well site was completed on January 31, 2014. The revised Ordinance was sent out to all the property owners but there are some disagreements with the wording of the Ordinance by some of the neighbors and there will need to be a meeting called to finalize the Ordinance before the test drilling can begin. More information to come as it becomes available.

Discussion:

- a) Non-residential Sewer Facility Fee Options  
After a long discussion on the Policy and a few different options for different types of development that are occurring in the district, the Board directed staff to follow the methodology set forth in Resolution 685 Policy for the Community Health Care Facility.
- b) Personnel Policy – Discipline  
The Personnel Policy was presented to the Board for review. The item was tabled until the next meeting when Mike Harrigan will be available for the discussion in Executive Session.
- c) 224<sup>th</sup> St Main Replacement Change order  
This item was tabled until the next meeting.
- d) Accept 224<sup>th</sup> Street Sewer Main replacement project  
This item was tabled until the next meeting.
- e) Schedule Exit Interview – State Auditor  
Dates for the Exit Interview were discussed. It was agreed upon to have the meeting February 24<sup>th</sup>, at 1:30 p.m. A Call and Notice will be issued for this meeting.

**ADMINISTRATIVE SERVICES MANAGER’S REPORT:**

Information:

- a) Resolution 1025 – Surplus Equipment  
Staff presented an equipment list to the Board for surplus.  
  
Action: Adopt Resolution 1025 to surplus District Equipment.  
  
Moved: John Elsasser  
Second: Lora Petso  
Passed: Unanimous. Motion carried.
- b) Risk Management Pool Semi-Annual Meeting – Lynnwood – March 20<sup>th</sup>, 2014  
The semi-annual meeting for the insurance pool will be March 20, 2014. John Elsasser would like to attend. Lora Petso asked to have the item kept on the agenda.
- c) Enduris - Roadkill on the Information Hwy & The Spirit of Leadership – Wednesday February 26<sup>th</sup> 2014 – returning item  
Item was kept on the agenda as a reminder of the upcoming seminar.
- d) PNWS-AWWA – Annual Conference – May 7 – 9, 2014 - Eugene, OR  
(This is a conference where we have to register for the conference to get access to the hotel block of rooms)  
John Elsasser expressed interest in going to the conference. Commissioners asked to leave on the agenda at this time.

Discussion:

- a) Employee Appreciation Party – The Resolution states that a commissioner will serve on the committee. Who would like to represent the Board?

John Elsasser will represent the Commissioners in the planning of the Employee Appreciation Banquet.

b) Letter addressed to the Board

A letter to the Board was presented. A customer has asked for the \$35.00 shut-off fee to be reversed due to hardship. The Board granted a one-time only reversal of the fee.

**OPERATIONS MANAGER'S REPORT:**

There was no report at this meeting.

**ATTORNEY'S REPORT:**

There was no report at this meeting.

**COMMISSIONER'S REPORT:**

There was no report at this meeting.

**NEXT BOARD MEETING:**

The next Board meeting is rescheduled for February 24, 2014 due to the Holiday on the February 17<sup>th</sup>.

The meeting adjourned at 6:40 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