

OLYMPIC VIEW WATER AND SEWER DISTRICT
Regular Business Meeting of
August 2, 2021

Commissioner John Elsasser called the meeting to order at 5:30 p.m. In attendance were Lora Petso, Fanny Yee, Dave Barnes, Kelly Boswell, Bob Danson and Brett Vison by telephone.

ANY ADDITIONS OR CHANGES TO THE AGENDA

Correction to the minutes of July 19.

PERSONS TO BE HEARD

Lynne Danielson was in attendance to discuss Rate Projections and the Well Project.

CONSENT AGENDA

- a) Sign the Regular Meeting Minutes of July 6, 2021
- b) Approve the Regular Meeting Minutes of July 19, 2021
- c) Approval of the Maintenance Vouchers #21-408 through #21-443 for \$125,509.01
- d) Approval of the Capital Voucher #21-444 for \$4,195.20
- e) Approve Shut-off List
- f) Approve Payroll

Action: Motion to approve the consent agenda with corrections to the minutes.

Moved: Fanny Yee

Second: Lora Petso

Passed: Unanimously approved

GENERAL MANAGER'S REPORT

- a) Rate Projections based on the Well Project
At the previous meeting the Board requested additional information on the projected costs of the Well Project and the 2020 Watermain Replacement project and the impact the projects would have on rates with and without receiving the SRF Loans. Staff presented a few different options with the costs of the projects. At this time, staff is recommending to move forward with the Well Project.

At this time, Lynne Danielson left the meeting.

- b) Update on Edmonds Rescue Plan
The City has informed the district that they have a 4.1M fund to aid their residence for rent and utility bills. When the funds become available, we will notify all of our Edmonds customers of the program.
- c) Town of Woodway Update
The Town has informed the district that they would be rescinding the Ordinance adopted in 2013 for taking over the Woodway water system at the August 16th council meeting.

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- d) Rescind Emergency Declaration 1096
Staff is requesting to rescind Resolution 1096 declaring an emergency declaration during COVID.

Action: Rescind Resolution 1096

Moved: Lora Petso

Second: Fanny Yee

Passed: Unanimously approved

- e) Emergency Response Plan Discussion

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law through the Environmental Protection Agency (EPA). AWIA Section 2013 requires community (drinking) water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPs). The law specifies the components that the risk assessments and ERPs must address and establishes deadlines by which water systems must certify to the EPA the completion of the risk assessment and ERP. Our deadline for the self-certification risk assessment was June 30th, 2021 – which we met. The deadline for the ERP is six months after the self-certification of the risk assessment, which for us is December 31st, 2021.

In December of 2004, PACE (in conjunction with District staff) put together a comprehensive ERP, which was then adopted by the Board by Resolution 900. In 2012, the District entered into a contract with a consultant to update that ERP based off of the National Incident Management System (NIMS). This update was not completed nor presented to the Board for adoption. The District asked PACE for a proposal from them to update the ERP based off the original product from 2004 as well as the work in progress from 2013.

Action: Authorize the General Manager to enter into a contract with PACE, in the amount of \$23,500, to update the District's Emergency Response Plan and satisfy the requirements of the AWIA from the Environmental Protection Agency.

Moved: Lora Petso

Second: Fanny Yee

Passed: Unanimously approved

ADMINISTRATION SERVICES MANAGER'S REPORT

- a) Half yearly Budget to Actual

Half year budget and cash position was presented to the Board. Lora Petso asked to see Capital expenses along with the O&M budget with the reports in the future.

- b) WASWD L&I Retro Program

A letter from WASWD explaining the \$281.54 due for the assessment of the program for 2017-2020 was discussed.

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OPERATIONS MANAGER'S REPORT

- a) Service Contracts Update
Bob Danson let the Board know of a new contract entered into for paving patches in the district. Also, a new elevator contractor for maintenance will be starting this month.

- b) Sanitary Survey Update
The Survey went very well with the Department of Health. The findings will be presented in a letter at a further date.

ATTORNEY REPORT

There was no report at this meeting.

COMMISSIONER'S REPORT

There was no report at this meeting.

Dave Barnes, Kelly Boswell and Bob Danson left the meeting.

EXECUTIVE SESSION

The Board recessed at 6:31 p.m. and entered into an Executive Session for ten (10) minutes to discuss Personnel 42.30.140.4 with possible action to be taken after the executive session.

The Board reconvened at 6:42 p.m.

John Elsasser made a motion to approve Resolution 1112 and authorize the General Manager to sign the Employment Contract with Kelly Boswell. Fanny Yee seconded the motion. The motion passed unanimously.

NEXT BOARD MEETING

The next regular scheduled meeting is Monday, August 16, 2021

The meeting adjourned 6:44 p.m.

Transcribed by Kelly Boswell

APPROVED



John Elsasser, President



Lora L. Petso, Secretary



Fanny Yee, Vice-President