

**OLYMPIC VIEW WATER AND SEWER DISTRICT**  
**Regular Business Meeting of**  
**November 20, 2023**

Commissioner Lora Petso called the meeting to order at 4:30 p.m. Also in attendance were John Elsasser, Fanny Yee, Bob Danson, Kelly Boswell, and Billy Ward.

**ANY ADDITIONS OR CHANGES TO THE AGENDA**

Lora Petso moved the Budget discussion ahead of the Consent Agenda.

**PERSONS TO BE HEARD**

Shawn Koorn from HDR Inc.

**2024 Annual Operating Budget**

Shawn Koorn from HDR attended the meeting to aid in discussion of the 2024 Budget. There was a lengthy discussion on rates for 2024. After which time Fanny Yee moved to approve the proposed budgets for 2024.

Action: Motion to approve the 2024 Maintenance and Operating and Capital Plan Budgets and direct staff to prepare the 2024 Rate Resolutions for the next Board Meeting.

Moved: Fanny Yee

Second: John Elsasser

Passed: Lora Petso voted No

Shawn Koorn left the meeting.

**CONSENT AGENDA**

- a) Sign the Special Meeting Minutes of October 13, 2023
- b) Sign the Regular Meeting Minutes of October 16, 2023
- c) Approve the Regular Meeting Minutes of November 6, 2023
- d) Approve the Maintenance Vouchers #23-641 through #23-674 for \$136,128.23

Action: Motion to approve the consent agenda

Moved: John Elsasser

Second: Fanny Yee

Passed: Unanimously approved

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**GENERAL MANAGER'S REPORT**

a) Edmonds CARA Update

Bob Danson continues to keep the Board updated on the Edmonds CARA process.

b) Well Project Update

Staff is reviewing the bid documents and final plans. Staff is hoping to go to bid in February of 2024.

c) PFAS Settlement Update

There will be a Special Meeting at 10:00 a.m. December 1, 2023 to further discuss this subject.

**ADMINISTRATION SERVICES MANAGER'S REPORT**

a) EFT (Electronic Funds Transfer) Policy

Action: Motion to approve the EFT Policy and adopt Resolution 1144

Moved: John Elsasser

Second: Fanny Yee

Passed: Unanimously approved

b) Uniform Policy Update

Action: Motion to approve the Uniform Policy Update

Moved: Fanny Yee

Second: John Elsasser

Passed: Unanimously approved

c) Hydrant Meter Policy Update

Action: Motion to approve the Hydrant Meter Policy Update

Moved: Lora Petso

Second: John Elsasser

Passed: Unanimously approved

d) 2024 Annual Operating & Maintenance Budget and Capital Improvement Plan

Action: Motion to approve the 2024 Maintenance and Operating and Capital Plan Budgets and direct staff to prepare the 2024 Rate Resolutions for the next Board Meeting.

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Moved: Fanny Yee  
Second: John Elsasser  
Passed: The motion was passed with Lora Petso voting no.

e) Rate Comparison

The comparison was shared with the Board with Olympic View Water & Sewer District again having the lowest in the immediate area for water/sewer rates for 2024.

f) Surplus Items Sold

The Board was informed of various surplus equipment sold at auction for a total of \$11,287.

g) SAO Audit

The audit will begin the week of November 27, 2023.

**OPERATIONS MANAGER REPORT**

a) Deer Creek Underdrain Project Update

Unforeseen issues have arisen that will affect the overall efficiency of Deer Creek. Staff is requesting an additional \$55,000 to replenish two feet of missing micro-flec, equipment repair, rental costs, and other misc. items at the Plant.

Action: Motion to approve an additional \$55,000 for the Deer Creek Underdrain Project

Moved: John Elsasser  
Second: Fanny Yee  
Passed: Unanimously approved

b) CCTV Truck Update

The surplus CCTV truck sold through an online government auction site for \$60,000.

**ATTORNEY'S REPORT**

There was no Attorneys report.

**COMMISSIONER'S REPORT**

Commissioner Petso reported on the Legislative Committee.

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**NEXT BOARD MEETING**

The next regular scheduled meeting is Monday, December 4, 2023 at 4:30 p.m.


The meeting adjourned at 5:56 p.m.

Transcribed by Anne Backstrom

APPROVED

  
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Lora Petso, President

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Fanny Yee, Vice-President

  
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John Elsasser, Secretary