

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF COMMISSIONERS OF VALLEY VIEW SEWER DISTRICT
November 18, 2025

President West called the Meeting to order at 5:30 PM. In attendance were Commissioners McCaslin, Montelongo Jr., and West, General Manager LaRue, Finance Officer Onih, Maintenance Superintendent Bunn, Finance Officer Hayes, District Engineer John Hendron with RH2 Engineers. Also in attendance was District Attorney, Eric Frimodt.

ROLL CALL:

VISITORS:

MINUTES/AGENDA: The November 4, 2025, Board Meeting Minutes were approved as corrected.

CONSIDERATION OF MATTERS BROUGHT BEFORE THE BOARD:

FINANCE:

Accounting Report 2021-2024: Ms. Onih informed the Board that the State Auditor is currently auditing the 2021 and 2022 Financial Statements, and the Single Audit has started for 2022 Financial Statements. The 2023 Financial Statements were provided to the Board. Ms. Onih stated she is currently working on getting 2024 Financials to the Accountant for review.

Cash Balances: The Board reviewed the October Cash Balances Report.

Delinquent Accounts: Mr. LaRue reported that 8 delinquent utility accounts were recently paid in full, and that 215 accounts have established payment arrangements. The Board reviewed two accounts that had delinquent balances and had not responded to District correspondence. After discussion, the Board made a motion, seconded, and approved sending two accounts to the attorney for additional collection efforts.

InvoiceCloud Report: A report on InvoiceCloud usage by District Customers was provided for the Board's review. Discussion ensued on the statistics, and Staff commented they would follow up with InvoiceCloud to see if processes could be improved to encourage more ratepayers to transition to paperless billing and other services offered by the District.

ATTORNEY:

King County Franchise: District Attorney Eric Frimodt reviewed the history of the King County Franchise Ordinance and summarized discussions with King County Staff regarding the fees that the County intends to collect. Mr. Frimodt commented the County may choose to initiate negotiations in the near future.

ENGINEERING:

PACE and RH2 provided the following reports.

PACE

8th Ave S Sewer Extension: No change.

S. 116th St Sewer Extension (aka 8th Ave S. 116th – 118th St Extension): Mr. LaRue informed the Board that the CAD work has been started, PACE will have preliminary plans set for staff review by the last week of November 2025.

5th Ave S (aka North BLVD Park): No change.

SR 509/S 128th ULID: No change.

SR 509/S 128th ULID Phase 2: No change.

Vallem Townhome Developer Extension: No change.

RH2

Boulevard Park Sewer Extension – Local Community Project & DOE Grant: Mr. Hendron reported that the paving has been completed. Most hydroseeding has been applied and fencing and mitigation planting are scheduled to begin this week. Verbal permission has been granted by the City of Burien for the JP Morgan Extension. This permission is for the extension of sewer to only the Morgan property.

McMicken Heights Pump Station Upgrade (PWB and FEMA): Mr. Hendron reported that a field visit to present draft design concepts has been scheduled for next week.

Generator Replacements (PWB): No change.

East Marginal Way Pump Station Consolidation Study: Mr. Hendron informed the Board that a meeting with Sound Transit (ST) has been requested to discuss ways to team-up to meet the needs of the District and ST. Draft sewer designs by ST indicate there may be a large hydraulic wastewater load from the proposed train station on East Marginal Way. If this is the case, the District's existing, aging and low-capacity pump stations may not be adequate.

MANAGER REPORT:

Resolution 2025-6 Authorizing Removal of Certain Sewer Service Accounts: Mr. LaRue summarized recent Meeting discussions regarding Resolution 2025-6. Mr. Frimodt provided insights regarding Resolution 2025-6, which included policies adopted by neighboring agencies, abandonment, and collecting a second GFC for a property may be a windfall. Discussion ensued regarding the practice of collecting General Facility

Charges (GFC) from owners who owe GFCs because their property was removed from service for a period of five years or greater. After discussion, the Board instructed Staff to prepare a Resolution that eliminates the five-year rule. Mr. LaRue commented the Resolution would be prepared for consideration at a future Meeting.

Resolution 2025-7 Sewer Rates Resolution (Update): Mr. LaRue reviewed revisions that were made to recently approved Resolution 2025-7, which included detailed information regarding Utility Taxes listed in Section #3 of the Resolution. After review, the Board made a motion, which was seconded and passed, approving the updated version of Resolution 2025-7.

Annual General Manager Performance Evaluation: The Board recessed the Regular Board Meeting for a planned Executive Session at 6:10 PM for a duration of fifteen minutes, to discuss the performance of an employee (RCW42.30.110(g)) with legal counsel. At 6:25 PM, the Board extended the Executive Session until 6:30 PM. The Regular Board Meeting reconvened at 6:30 PM. The Board commented it had compiled the information needed and that Commissioner West would review the data and schedule a meeting with Mr. LaRue to finalize the Annual General Manager's Performance Evaluation.

Salary and Benefit Survey Update: Mr. LaRue commented there is no update on this topic and that he does not anticipate it being an agenda item until the beginning of 2026. Mr. LaRue commented implementing the previously approved 2.7% COLA may be necessary because the Salary and Benefit Study is already falling behind schedule. Commissioner West commented that retroactive pay is an alternative option that could be considered.

FY24 SLCGP Cybersecurity Funding Update: Mr. LaRue reported that Ms. Hayes and Lighthouse Consulting applied for a second round of Cybersecurity Funding and that their application was successful. Discussion ensued regarding the timing of the grant, that Ms. Hayes and Lighthouse completed this application on short notice, and that the District will receive \$28,800 as a result of their efforts.

CITIZEN'S ADVISORY COMMITTEE (CAC):

MISCELLANEOUS:

Developer Email Regarding Sewer Connection Charges: Mr. LaRue provided an email from a developer who expressed concern regarding the recent General Facility Charges (GFC) increases and the planned increase that takes effect in July 2026. Discussion ensued regarding the GFC rates, the Comprehensive Sewer Plan, and the GFC Study that was performed by the FCS Group. The Board reviewed and instructed Mr. LaRue to reply to the email, citing the shared concern of connection expenses, while stating why the charge exists, why the charge is necessary, and why the increases.

Customer Appreciation Card: Mr. LaRue informed the Board that he received a Thank You Card that contained a \$75 Gift Card. Discussion ensued regarding the very small

repair and that Mr. LaRue cannot accept gratuities. Mr. LaRue commented that the Gift Card will be recycled to an employee through the Wellness Program. Discussion ensued regarding Staff's routine efforts to provide excellent customer service and that Thank You Cards are a fairly common occurrence. The Board suggested keeping and posting these letters for ratepayers' observance.

Work Completed: Mr. Bunn reviewed pictures of Staff's efforts to complete pump and force main repairs at the Seagate Pump Station. Discussion ensued regarding the repairs. The Board thanked the District Field Crew for their contributions in making improvements at the Pump Station.

RESOLUTIONS:

CONTRACTS:

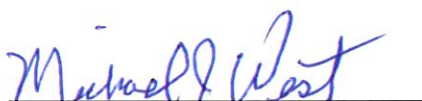
VOUCHERS:

The Board approved Maintenance Fund Vouchers #41836 to #41848 and online payments in the amount of \$170137.88 and Construction Fund Vouchers #2520 to 2521 in the amount of \$348,620.51.


EXECUTIVE SESSION:

Occurred under Manager's Report.

The Regular Board Meeting adjourned at 7:21 PM.



Michael J. West
President



Deborah McCaslin
Secretary



Juan Montelongo Jr.
Vice-President