

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF COMMISSIONERS OF VALLEY VIEW SEWER DISTRICT
December 2, 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 Engineers John Hendron with RH2 Engineers, and Kirk Utley with PACE Engineers.

ROLL CALL:

VISITORS:

MINUTES/AGENDA: The November 18, 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 continuing to audit the 2021 and 2022 Financial Statements, and the Single Audit has started for the 2022 Financial Statements. Ms. Onih stated that the 2023 Financial Statements will be audited with the 2024 Financial Statements. Ms. Onih reported that she is now working on the 2024 balance sheets

Billing/Payment Trends November 2025: Mr. LaRue reported that the 2025 trends are consistent with 2024.

Delinquent Accounts: Mr. LaRue reported that 10 delinquent utility accounts were recently paid in full, and that 205 accounts have established payment arrangements.

District Aging Report Trends November 2025: Mr. LaRue informed the Board that the Aging Report is increasing due to nonpayment within the Commercial Cycle 4 and Residential Cycle 5 billing cycles. Discussion ensued regarding two delinquent Commercial accounts that significantly affected the Aging Report.

ATTORNEY:

Mr. LaRue reported that Resolution 2025-6, authorizing the removal of certain sewer service accounts, is with the District Attorney and will be available for the next Regular Board Meeting.

ENGINEERING:

RH2 and PACE provided the following reports.

RH2

Boulevard Park Sewer Extension – Local Community Project & DOE Grant: Mr. Hendron reported that nearly all plantings have been installed and that one homeowner has expressed concerns about the scope of the plantings on their property. A meeting to resolve this issue is scheduled for tomorrow. Mr. Hendron added that the JP Morgan extension has been installed, and side sewers are scheduled to be installed next week. Mr. Hendron reported that estimates for the additional mains in the Boulevard Park Basin are being prepared to exhaust the approximately \$1.28M in Grant Funds remaining.

McMicken Heights Pump Station Upgrade (PWB and FEMA): Mr. Hendron reported that a field visit by the Project Team was conducted last week to locate the access road and proposed valve vault. Design of the pump station revisions is underway.

Generator Replacements (PWB): No change.

East Marginal Way Pump Station Consolidation Study: Mr. Hendron informed the Board that a meeting with Sound Transit (ST) was held on Monday, December 1, 2025, to discuss their plans for a new train station along East Marginal Way (EMW). The ST Project would require the District's sewer main in EMW to move to make room for new storm and water mains. ST Representatives said that ST would pay for the sewer relocation. ST said the Project will not create a large hydraulic load and that the Project is not certain. In June of 2026, ST is planning to select a site for the new train station. Planning and feasibility analysis of the EMW train station will continue until that time.

PACE

8th Ave S Sewer Extension: No change.

S. 116th St Sewer Extension (aka 8th Ave S. 116th – 118th St Extension): Mr. Utley reported that last Wednesday, November 26, 2025, PACE submitted the preliminary plan set for Staff review. Mr. Utley will coordinate with District Staff to review comments on the plans.

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.

2026 PACE Rate Change: Mr. Utley presented to the Board a proposal for a 2026 rate increase of five percent for engineering services. Commissioner West stated that the Board will review the proposal, and a decision will be made at the next Regular Board Meeting.

MANAGER REPORT:

Resolution 2025-6 Authorizing Removal of Certain Sewer Service Accounts: Discussed under Attorney.

Annual General Manager Performance Evaluation: Mr. LaRue commented that he had met with Commissioner West prior to the Meeting and finalized the evaluation. Discussion ensued regarding projects and tasks that occurred during the current review period. Mr. LaRue thanked the Board for its feedback and noted that he looks forward to making significant project and financial progress in 2026.

Side Sewer Financing Solution: Mr. LaRue informed the Board that Staff has sought a quotation from Public Finance, a software vendor that could improve the District's Side Sewer Contract & Financing Program. Mr. LaRue summarized the limitations that exist within the current software provider, Tyler Technologies. Discussion ensued regarding research and development that could help improve Tyler Technologies' product; however, Staff has determined that extensive development is required to make it competitive with the contract management and payment processes that are available with the Public Finance software. Mr. LaRue commented Staff needs a quote from Public Finance prior to making a recommendation to the Board.

WASWD Spring Conference: Mr. LaRue provided the Board with information about the upcoming WASWD Spring Conference and requested that the Board check their calendars and let Staff know whether they plan to attend the Conference.

Tyler Tech Conference – Incode Accounting Software: Mr. LaRue informed the Board that Ms. Gatdula and Ms. Hayes plan to attend the 2026 Tyler Technologies Conference in Las Vegas, Nevada. Discussion ensued regarding the training dates, and the plan to migrate from Tyler Incode Version 9 to Version 10, and that the Conference is a good opportunity to ensure the migration goes as smoothly and effectively as possible. Mr. LaRue commented that Staff will present per diems for travel at a future Meeting.

December 1, 2025, Condo Meeting Update: Commissioner Montelongo Jr. provided a report regarding the Condo Association Meeting, which included recent troubles and planned improvements to the alarm monitoring system, approval of the Condo Association Financial Policies, the approval of the 2026 Condo Association Budget, and the possible replacement of the shared Condo Association Generator. Discussion ensued regarding the 2026 Budget, which included removing the Open House from the budget. Further discussion ensued regarding discussing future Open Houses at the Condo Association Annual Member Meeting.

CITIZEN'S ADVISORY COMMITTEE (CAC):

MISCELLANEOUS:

District Billing Dates: Mr. LaRue informed the Board that Staff have been discussing billing due dates, which are often adjusted to avoid falling on holidays or weekends.

Discussion ensued regarding changing Due Dates so that all Residential and Commercial billing cycles have a Due Date on the last working day of the month. After discussion, the Board commented that Staff should proceed with the planned change to the Payment Due Date.

RESOLUTIONS:

CONTRACTS:

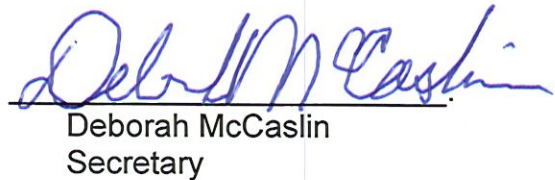
VOUCHERS:

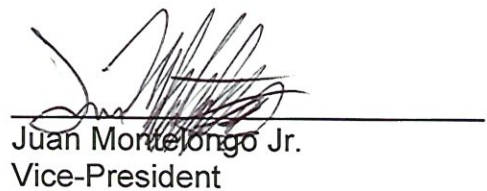
The Board approved Maintenance Fund Vouchers #41849 to #41870 and online payments in the amount of \$448,467.12.

EXECUTIVE SESSION:

The Regular Board Meeting adjourned at 6:34 PM.


Michael J. West
President


Deborah McCaslin
Secretary


Juan Montelongo Jr.
Vice-President