

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF COMMISSIONERS OF VALLEY VIEW SEWER DISTRICT
August 6, 2024

President McCaslin 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, District Engineers Kirk Utley with PACE Engineers, and John Hendron with RH2 Engineers. District Resident Daniel Zahlmann was also in attendance.

ROLL CALL:

VISITORS: The Board welcomed Resident Daniel Zahlmann to the Meeting.

MINUTES/AGENDA: The July 16, 2024, Regular Board Meeting Minutes were approved as written.

CONSIDERATION OF MATTERS BROUGHT BEFORE THE BOARD:

FINANCE:

Delinquent Accounts: Mr. LaRue reported that 15 delinquent utility accounts and one finance contract account were recently paid in full. Mr. LaRue added that 120 accounts have established payment arrangements. The Board reviewed three accounts without payment activity or established payment arrangements. After discussion, a motion was made, seconded, and passed, approving sending three accounts to the Attorney for collection efforts.

ATTORNEY:

ENGINEERING:

PACE and RH2 provided the following reports.

PACE

8th Ave S Sewer Extension: Mr. Utley reported that Seattle Public Utilities (SPU) approved the Settlement Monitoring Plan and that easement discussions are ongoing with SPU Real Property. Mr. Utley added that PACE has the signed Agreement from NW Cascade and the District, and that PACE will provide the Notice to Proceed Letter to NW Cascade and put together the conformance documents (Plans and Specs).

Burien 10 Developer Extension: Mr. Utley informed the Board that the Plans for the Burien 10 DE have been approved and that PACE is considering the manhole base submittals.

RH2

Boulevard Park Sewer Extension – Local Community Project & DOE Grant: Mr. Hendron informed the Board that the Project Arborist's Report is expected to be delivered the week of August 12, 2024. Mr. Hendron commented the pipeline alignment is being slightly modified to allow as many trees as possible to remain. The Report and modified alignment will be delivered to the City soon to allow the review of the Type 1 Land Use Permit Application to restart. Discussion ensued on the Report from the Arborist and Plan revisions that are occurring to accommodate the City Ordinance.

11th Ave S Sewer Extension: Mr. Hendron stated the Grading Permit has been received, and the Project is ready for construction.

Villa Townhomes and 12149 DMMDS Development: Mr. Hendron reported that the townhomes are built but not occupied and that the video inspection and manhole vacuum testing remain to complete the Developer's Extension.

McMicken Heights Pump Station Upgrade (PWB and FEMA): Mr. Hendron reported that Representatives from the Washington Military Department provided a response to the "Request for Information (RFI)" document sent earlier this year. Another RFI was issued last week that requires a response in 30 days. Discussion ensued regarding an email indicating recent wildfires and hurricanes may delay the award again.

PWB Applications for Pump Stations: The District submitted a Public Works Board funding application for the replacement of nine generators. The ranking of the applications is scheduled to be released around September 6, 2024.

MANAGER REPORT:

Sheriff Sale Postponed: Discussed under Finance Report.

12th Ave S Pilot Project: Mr. LaRue provided the Board with a map of an unsewered area on 12th Ave S, and two quotes that Staff has collected to extend a sewer line to reach four unsewered properties. Discussion ensued regarding a property owner's emergent need to connect to the sewer system and scenarios to extend sewers in this unsewered neighborhood. After discussion, the Board asked Staff to collect additional quotes to ensure the extension of the sewer system complies with public bidding requirements and ensures all four properties have the lowest mainline assessment possible.

1st Amendment Audits: Mr. LaRue informed the Board that the District had an individual perform a 1st Amendment Audit. Discussion ensued regarding Audits becoming common practice at public agencies. Mr. LaRue reported that all employees attended an online training hosted by MRSC, and the Board was provided with the training materials.

Surplus Equipment: Mr. LaRue informed the Board that the new office printer had arrived, and the old printer was ready to be sold. After discussion, the Board made a motion, which was seconded and passed, approving Resolution 2024-3, which authorizes the

General Manager to sell the old office printer.

WASWD Retro Refund: Mr. LaRue provided the Board with a WASWD Retro Refund Letter and stated that the District would be receiving a \$1,577.64 refund for the 2020 to 2023 review period. Discussion ensued regarding the Pool's performance during the three-year period and that assessments will likely occur in the coming years due to claims with significant losses.

WASWD 2024 Fall Conference: Mr. LaRue provided the Board with information regarding the WASWD 2024 Fall Conference and asked the Commissioners to check their schedules and let Staff know if they will be attending the Conference.

CITIZEN'S ADVISORY COMMITTEE (CAC):

MISCELLANEOUS:

District Policy Change: District Resident Mr. Zahlmann addressed the Board regarding a Policy that the District put into place that prevented him from making a payment on his utility account during the last 15 minutes of the day. Discussion ensued regarding the Policy, and Staff's recent training sessions hosted by MRSC, which recommended closing and counting cash drawers at the end of the business day. Mr. LaRue informed the Board that Staff immediately found a solution to the issue that impacted Mr. Zahlmann. Discussion ensued regarding the policy that was in place for one day, which was revised the following morning. After discussion, the Board thanked Mr. Zahlmann for attending the Meeting and for speaking up about an issue that impacted ratepayers. The Board thanked District Staff for promptly implementing a solution that addresses the needs of ratepayers while meeting the State Auditor's Office and MRSC recommendations.

RESOLUTIONS:

CONTRACTS:

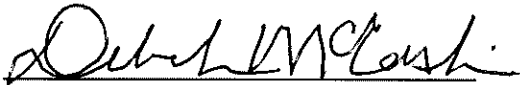
Installment			
Hankic, Mirza	3714 S 166 th St		\$13,828.15

VOUCHERS:

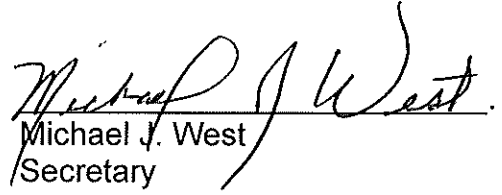
The Board approved Maintenance Fund Vouchers #40572 to #40626 and online payments in the amount of \$1,381,293.01.

EXECUTIVE SESSION:

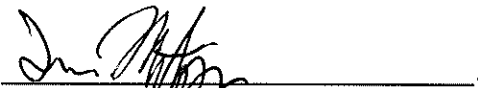
The Regular Board Meeting adjourned at 6:37 PM.



Deborah McCaslin
President



Michael J. West
Secretary



Juan Montalongo Jr.
Vice-President