

MINUTES OF THE REGULAR MEETING OF THE BOARD
OF COMMISSIONERS OF VALLEY VIEW SEWER DISTRICT
August 16, 2016

President McCaslin called the meeting to order at 5:30 p.m. In attendance were Commissioners Carter and McCaslin, Manager Dick, Assistant Manager LaRue, Finance Officer Onih, and District Engineer John Hendron with RH2 Engineers.

ROLL CALL:

The Board moved, seconded, and approved a motion to excuse Commissioner West from the meeting.

VISITORS:

MINUTES/AGENDA:

The minutes of August 2, 2016 Regular Board Meeting were approved as corrected.

CONSIDERATION OF MATTERS BROUGHT BEFORE THE BOARD:

FINANCE:

Cash Balances: The Board reviewed the July 2016 Cash Balances.

Delinquent Accounts: The Board reviewed 5 accounts, which were previously approved for foreclosure and have been paid current.

Foreclosure Accounts: Mr. Dick informed the Board that account 05-074799-04 has had a Default Judgment obtained and the District will proceed to foreclosure, if necessary, to collect delinquent sewer service charges. Mr. Dick added that a summary judgement hearing is scheduled for September 16, 2016 for account 05-200352-01. The Board also reviewed, and retroactively approved, having the attorney send a Demand Letter to 14 Cycle 5 and Cycle 6 accounts. Mr. Dick also shared more information on a former Hardship Case.

Salary Survey: Mr. Dick informed the Board that the District's budget for wages will increase by 5.6% which is \$5,500.00 per month in 2017 based on the proposal presented at the meeting on August 2, 2016. Mr. Dick recommended that the new salaries be approved retroactive to August 1, 2016. After discussion, the Board made a motion, moved, seconded, and approved the proposed salary adjustment retroactively to August 1, 2016.

PWTF 2011 Final Draw: Mr. Dick informed the Board that the District received the final draw of \$58,762.50 on PWTF 2011 Roseberg Interceptor Rehabilitation and S 133rd St I & I Projects.

ATTORNEY:

Possible Easement Condemnation: Mr. Dick explained to the Board how the easement condemnation process is more complex when Federal money is being used to pay for new sewer construction. This will apply to both of the State Revolving Fund Projects if easement condemnation becomes necessary.

ENGINEERING:

RH2 and Mr. Dick for PACE, gave the following reports.

RH2

Tukwila 42nd Ave S Reconstruction –Wastewater Bypass: No change.

Boulevard Heights DE, Callidus Development: No change.

The Loop Sewer Design (SRF Funded): Mr. Hendron reported the land surveying is complete and the survey files with boundary lines were delivered on Monday, August 15, 2016. RH2 will begin identification of specific alignments and preparation of easements. Mr. Hendron also reported that the wetland environmental assessment and mitigation plan was completed this week and RH2 submitted a WSDOT Utility Permit Application.

Mr. Hendron informed the Board that he will not be attending the next three Regular Board Meetings, and Zack Schrempp will be attending in his place.

PACE

Tukwila Village:

Phase 1: All of the new sewer work is completed. The District is still waiting on one final mainline easement to be acquired.

Phase2: The work is underway and the new buildings will connect to the existing sewer before Phase 1 connection.

SRF Hilltop & Military Road South (MRS):

Hilltop: Pothole work for existing utilities has been completed and easement acquisition continues.

Military Rd. S: The field survey work and mapping are complete. Currently PACE is designing to the new connection point and CAD work is on-going.

S 136th St Sewer Extension: No change.

MANAGER REPORT:

Liability Insurance Rates: Mr. Dick reported that the Enduris Liability Insurance rate for the District will be \$74,594.00 for the 2016-2017 year. The increase over the prior year rate is due to a 1.9% inflationary rate increase, a 1.0% increase in structure contents and vehicle replacement costs, and an adjustment due to the District's claims history. The claims history adjustment is primarily due to the claim for damage to the Seagate Pump Station in 2015.

WASWD Fall Conference: Mr. LaRue informed the Board that Enduris will be presenting a Pre-Conference Workshop titled "Your Leadership Playbook" on Wednesday, September 21, 2016. Commissioners McCaslin and Carter will be attending the Conference and Commissioner Carter will be attending the Pre-Conference Workshop.

Installment Contract Interest: The Board reviewed some information on the District's Installment Contract Program for 2015. There was general discussion of how the program works, the number of contracts issued in 2015, the contract interest rates, and the dollar amount of interest collected in 2015. The Board indicated the possibility of revisiting this issue once funding for The Loop Project has been confirmed.

Developer Extension Agreement (DEA): The Board reviewed the Developer Extension Checklist and the Application/Agreement. The Board will review pages S-15 through S-21 and A-2 through A-6 for the next meeting.

CITIZEN'S ADVISORY COMMITTEE (CAC): None.

MISCELLANEOUS:

S 136th St Easement Extension: The Board reviewed a possible District Extension on an existing District Easement which can serve 5 currently unserved properties. The Board moved, seconded, and approved the construction of this District Extension called the S 136th St Easement Extension.

PWTF: The Board reviewed a letter prepared to be sent to the Washington State Public Works Board explaining the importance of the continued availability of Public Works Assistance Account Construction Loans. After discussion, the Board moved, seconded, and approved a motion to authorize Mr. LaRue to send such a letter to the Public Works Board.

MWPAAC: Commissioner Carter reported on MWPAAC subcommittee meetings. There was discussion of the Long-term CSO control plan, the conveyance system improvements program, a briefing from the cost estimating work group, and the 2015 financial audit results.

WASWD Section IV: Commissioner Carter reported that WASWD is having difficulty achieving the current quorum requirement of 40% of member districts. There is discussion about reducing the quorum requirements further so that those in attendance can enact changes. The new executive director of WASWD was introduced at the Section IV meeting. Also discussed at the Section IV meeting was the perceived fairness of member dues, which is still an issue, especially with the water districts.

RESOLUTIONS: NONE

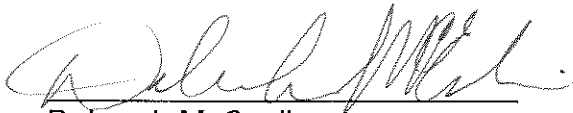
CONTRACTS:

VOUCHERS:

The Board approved Maintenance Fund Vouchers #33667 to #33691 and online payments in the amount of \$841,321.90.

EXECUTIVE SESSION: NONE.

The Regular Meeting adjourned at 7:24 p.m.



Deborah McCaslin
President

Michael J. West
Vice-President



Pam Carter
Secretary