

MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF COMMISSIONERS OF VALLEY VIEW SEWER DISTRICT  
September 3, 2019

President McCaslin called the meeting to order at 5:30 p.m. In attendance were Commissioners Carter, McCaslin, and, West, General Manager LaRue, Finance Officer Onih, and District Engineers Kirk Utley with PACE Engineers and John Hendron with RH2 Engineers. Also in attendance District residents Sharon Mann and David Puki.

**ROLL CALL:**

**VISITORS:**

**MINUTES/AGENDA:**

The minutes of August 20, 2019, Regular Board Meeting were approved as corrected.

**CONSIDERATION OF MATTERS BROUGHT BEFORE THE BOARD:**

**FINANCE:**

2018 Financial Statement Update: Mr. LaRue informed the Board that the Financial Statements are in the final stages and will be sent to the District by the end of the week. Ms. Onih stated that once the Statements are in the office, copies will be distributed to the Board. Ms. Onih stated that Mr. Hoagland will be at the October 1, 2019 meeting to discuss the Financial Statement with the Board.

Delinquent Accounts: The Board reviewed seven accounts, previously approved for foreclosure and six installment contracts that have been paid in full. The Board also reviewed two delinquent accounts from Cycle 5 and Cycle 6, and after discussion, the Board made a motion, which was seconded and passed, to approve sending the two delinquent accounts to the Attorney for collections.

Financial Transparency Dashboard: Ms. Onih presented the active Financial Dashboard to the Commissioners. Discussion ensued on various aspects of the Dashboard including how many visits the site gets, have the Financial Condition tab and link to previous years, and to clarify Proprietary Funds.

**ATTORNEY:**

**ENGINEERING:**

PACE and RH2 gave the following reports.

**PACE**

Middle School at the Glacier Site DE: No change.

Osterly Park Townhomes – Mike Overbeck DE: No change.

Tukwila Village: No change

Tukwila Justice Center: No change.

Bellwether Affordable Apartments: Mr. Utley reported to the Board that an engineer's estimate for the two pipe sections downstream of the project that appear to have settled, this will be reviewed with Mr. LaRue. Discussion ensued on capacity issues to this area and concerns of the city if there is any disturbance to the street.

Diwan SP & Sewer Extension: No change.

12909 E. Marginal Way S.: Mr. Utley reported that the survey is complete and the existing utilities need to be potholed to confirm a suitable design. An estimate from APS for the potholing has been received and provided to the Developer and District for review.

42<sup>nd</sup> Ave. Capacity Study: No change.

## **RH2**

Tukwila 42<sup>nd</sup> Ave S Reconstruction –Wastewater Bypass: Mr. Hendron informed the Board that the District has received an invoice from the City of Tukwila for the sewer work performed on 42<sup>nd</sup> Ave S. Mr. Hendron commented the invoice was in the amount of \$400,515.88 and the bid was for approximately \$335,000. Discussion ensued regarding previously approved work, which included change orders, and the City's method of determining the final invoice amount. Mr. Hendron commented the invoice was reviewed in person moments before the meeting, and a complete review and report will be provided at a future Board Meeting.

The Loop Sewer Design Phase 2 (SRF Funded): Mr. Hendron reported that Nordvind is completing punch list items.

S. 127<sup>th</sup> Street Extension (Formerly ULID 49): Mr. Hendron informed the Board that Iron Creek Construction has performed repairs and video inspection has been performed but not reviewed.

LARC at Burien Onsite: No change.

MH F16-11 to F16-13 Landslide & S 116<sup>th</sup> St Bridge – FEMA Funded: Mr. Hendron reported that the 90-percent plans, for the MH F16-11 to F16-13 landslide, have been submitted to the District for review.

District Extension Near 12451 16<sup>th</sup> Avenue S: Mr. Hendron informed the Board a draft cost estimate and allocation have been completed and submitted to the District for review.

Bravern Developer Extension: The project construction is complete and RH2 recommends acceptance of the sewer installation. The Board made a motion, moved, seconded, and approved acceptance of the Bravern Developer Extension as complete. Mr. LaRue commented Staff still has to close out the Developer's Extension Agreement.

Boeing Pump Station/Oxbow Project: Mr. Hendron reported that RH2 and VVSD will be meeting with Dermody Properties tomorrow, September 4, 2019, to discuss the replacement of the existing Boeing Pump Station.

Boeing FM Breach: Mr. Hendron reported that on August 20, 2019, a burst of air and subsequent surface turbulence was observed in the Duwamish River when the Boeing Pump Station was turned on. The burst was observed approximately 15 to 20 feet from the eastern shore directly over the force main alignment. The Washington State Department of Ecology was notified of the breach on August 21, 2019. Wastewater is currently being transported with the District's Vactor Truck. Divers found the breach on August 27, 2019 and repaired it with four 24-inch repair clamps on August 30, 2019. Slip-lining or CIPP Lining of the existing force main is the planned temporary repair after cleaning and video inspection is performed. Discussion ensued on the potential causes of the breach and 6 provided options for temporary and permanent solutions to resolve the issue. The Board commented this is a sewer emergency and directed Mr. LaRue to take the necessary steps to contract and perform repairs to resolve the emergent situation. The Board then made a motion, which was seconded and passed, to authorize the District's General Manager, Mr. LaRue to proceed with the outlined options to perform a temporary repair on the force main breach, with the understanding that communication with the Board continues.

Commissioner Carter stated that the PWB may have money available for emergency loans with a possible low-interest rate to help with this repair.

### **MANAGER REPORT:**

City of Burien Franchise/Utility Tax: Mr. LaRue informed the Board that a meeting occurred on August 21, 2019, with representatives from Southwest Suburban Sewer District, Water District 20, Water District 49, and Valley View Sewer District in attendance. Mr. LaRue commented the other three Districts in attendance thanked VVSD for its previous efforts to inform its residents about the potential increase, and asked if VVSD would consider sending another informative notification to its customers that would be timed in conjunction with their planned notifications to customers. Commissioner West provided comments on the meeting. Discussion ensued regarding sending another postcard to District residents and the delivery method that would be used. Mr. LaRue discussed the potential cost for using an every-door-direct mailing system. After discussion, the Board instructed Staff to create template language for review and approval, and delivery to customers, owners, and residents residing in the District.

US Bank Branch Closure/Check Machine-Lockbox: Mr. LaRue reported on the planned closure of the local US Bank office in Boulevard Park, and commented Staff is prepared to take the deposits to another US Bank branch starting in November and added Staff is looking into a waiver to allow deposits to be made once or twice per week. Mr. LaRue commented the branch closure began a greater conversation about utility billing entries and summarized options to use electronic options to copy images of checks into the utility billing system and then upload daily files (deposits) to US Bank. Mr. LaRue summarized the Remit One Check Machine and the Lockbox options and explained the functionality and cost comparisons between the two service providers. Mr. LaRue commented Staff will be visiting Midway Sewer District tomorrow and will report lessons learned from that meeting. Mr. LaRue stated the Remit One Check Machine option may be a cost-effective way to provide improved services to its customers while decreasing Staff hours for making daily entries and postings to banking institutions. Mr. LaRue commented an update will be provided after Ms. Onih and Staff review the machine and workflows in person.

#### **CITIZEN'S ADVISORY COMMITTEE (CAC):**

Mr. LaRue reported that a meeting will be scheduled to discuss the City of Burien Franchise/Utility Tax.

#### **MISCELLANEOUS:**

Conferences Per Diems: The Board of Commissioners moved, seconded, and approved the following conference per diems:

WFOA Conference in Yakima, WA in the amount of \$115.50 each for Ms. Gatdula and Ms. Onih.

WASWD Fall Conference in Spokane, WA in the amount of \$127.50 each for Commissioner McCaslin and Commissioner West.

PNCWA Conference in Portland, OR in the amount of \$231.00 each for Mr. Ayekha and Mr. Gerding.

MWPAAC: Commissioner Carter reported on the MWPAAC August 28<sup>th</sup> Meeting. Discussion ensued on the Westpoint backup and discharge. The MWPAAC Subcommittee Meeting will be held on Thursday, September 5, 2019.

Commissioner West reported that the Retro Committee Meeting will be on Thursday, September 5, 2019, to discuss the RFP for a Retro Administrator.

Conference Room Rental: Ms. Mann provided the Board with information on a local Soroptimist Non-Profit 501 (c)(3) Group that meets 12:00 p.m. to 1:00 p.m. on the first Wednesday of the month. Ms. Mann provided Mr. LaRue with a Meeting Room Application, Insurance form, and brochure about the Soroptimist Group, and requested

use of the Public Meeting Room during the stated time. Discussion ensued on the Public Meeting Room policies regarding which groups can rent and use the Public Meeting Room. Ms. Mann was given permission to use the Conference Room on Wednesday, September 4<sup>th</sup>, 2019, but a final decision will be made regarding future use of the Public Meeting Room after the policy has been reviewed and reported on.

Public Works Board (PWB): Commissioner Carter commented the Friday meeting has been canceled.

**RESOLUTIONS**: None.

**CONTRACTS**: NONE.

**VOUCHERS**:

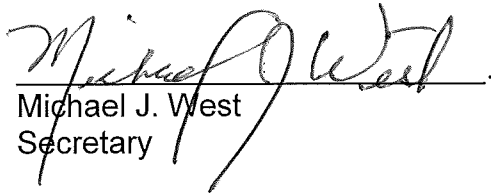
The Board approved Maintenance Fund Vouchers #36430 to #36463 and online payments in the amount of \$228,272.08.

The Regular Board Meeting adjourned at 8:14 p.m.



Deborah McCaslin  
President

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Pam Carter  
Vice-President



Michael J. West  
Secretary