

DOUGLAS COUNTY SEWER DISTRICT NO. 1

REGULAR BOARD MEETING

MINUTES

December 8, 2021

Those present were:

Board of Commissioners: Cheryl Sutton, President; Greg Peterson, Vice-President; Wayne Barnhart, Secretary.

District Staff and Consultants: Bernita Landers, District Manager; and Charles Zimmerman, Legal Counsel.

Guests: None.

CALL TO ORDER:

President Sutton called the meeting to order at 8:30 AM.

APPROVAL OF AGENDA:

Manager Landers requested to add District item 'Oath of Office - Commissioner Cheryl Sutton' to the agenda. Commissioner Barnhart moved, and Commissioner Peterson seconded, the motion to approve the Agenda with this addition. The motion passed unanimously.

APPROVAL OF CONSENT AGENDA:

Commissioner Peterson moved to approve the Consent Agenda which includes approval of the Regular Board Meeting Minutes of November 17, 2021; O&M Fund Payroll and Benefits Vouchers numbered 3013479 through 3013481 in the amount of \$113,581.21; O & M Fund Voucher number 3013482 in the amount of \$4,318.94; O&M Fund Vouchers (\$82,827.69), Capital Systems Fund Vouchers (\$46,675.70), and Construction Fund Vouchers (\$42,346.10), all collectively numbered 3013483 through 3013538 in the total combined amount of \$171,849.49; Commissioner Barnhart seconded the motion. The motion carried unanimously.

DISTRICT ITEMS:

2022 Wages & Benefits Budget: Manager Landers presented an updated 2022 Wages and Benefits Budget which reflects salaries set by the Board at the prior meeting, and other miscellaneous and updated benefit costs. **Commissioner Sutton moved, and Commissioner Barnhart seconded, the motion to approve the 2022 Wages & Benefits Budget as presented. The motion passed unanimously.**

WWTP Small Works Safety Project: Manager Landers provided an update and pictures of the safety grating installation and pump access improvements in the aerated grit chambers at the plant.

WWTP Storage Building and Security Improvements Project: Manager Landers presented final plan sheets and summarized the work included in the project. A discussion followed regarding plan work, possible supply chain impacts and cost. **Commissioner Barnhart moved, and Commissioner Sutton seconded, the motion to authorize the Manager to arrange publishing the project for formal bidding. The motion passed unanimously.**

WWTP Operations Updates: Manager Landers reported on efforts underway to analyze possible sources of odor from lift stations in the collection system that may make their way to the plant, and treatment process changes made to minimize the likelihood of odors generated at the plant due to the current utilization of only 2 of the 3 SNDR reactor towers. Manager Landers also reported on efforts being discussed to monitor influent from both of the trunk lines at the point they feed into the plant to collect trend data and monitor for correlation to slug or odor events. Manager Landers reported that staff is working on purchasing reserves of chemicals and pumps to mitigate future supply chain challenges.

Summerplace Lift Station Pump Repairs: Manager Landers reported that the project is currently out for bids from contractors on the Small Works Roster. A discussion followed. **Commissioner Barnhart moved, and Commissioner Peterson seconded, the motion to delegate to the Board Chair the authority, upon review of any bids received, to determine an acceptable bid and award the bid, and authorize the Manager to execute the project for the repairs upon Board Chair award of any bid. The motion passed unanimously.**

Grant Road Inspection with City this week: Manager Landers reported that the joint inspection of City of East Wenatchee storm drain lines and sewer mainlines by crews from both entities will commence at 10:00 p.m. on Thursday, December 9, 2021. City and District crews will work together to inspect both systems by providing staff, cameras and other equipment, and flagging services during the inspection and cleaning of the lines during overnight hours to minimize traffic impacts.

Surplus Items: Manager Landers presented a list of obsolete and replaced items for surplus. **Commissioner Barnhart moved, and Commissioner Peterson seconded, the motion to surplus the items on the surplus list and authorize the Manager to dispose of the items as she deems most beneficial to the District. The motion passed unanimously.**

Election of 2022 Board Officers: A discussion regarding historical Commissioner positions on the Board in prior years occurred. **Commissioner Barnhart moved, and Commissioner Peterson seconded, the motion to approve Board Officers for the 2022 calendar year with Commissioner Peterson serving as President, Commissioner**

Barnhart serving as Vice-President, and Commissioner Sutton serving as Secretary, effective January 1, 2022. The motion passed unanimously.

Resolution 2015-003 Emergency Management Plan – Update Contacts List: Manager Landers presented the emergency contacts list for review. A discussion followed regarding coordination with the City of East Wenatchee Emergency Management personnel and the contact process in the case of an emergency event. Board consensus is for all commissioners to be listed on the contacts list.

December Board Meeting Schedule: After a discussion regarding Board meeting days, the December 22, 2021 meeting was rescheduled for December 29, 2021; the January 26, 2022 meeting was rescheduled for January 25, 2022; and the February 9, 2022 meeting was rescheduled for February 10, 2022.

Employee Appreciation Luncheon: Manager Landers led a discussion regarding the annual employee appreciation luncheon. A discussion followed regarding location and timing options. The Manager will confer with the East Wenatchee Water District to coordinate same day scheduling of the luncheon.

WASWD Commissioners Workshop on January 29, 2022: Commissioner Peterson will plan on attending the in-person workshop.

Women in Leadership Symposium at Brightwater Wastewater Facility on February 9, 2022: The Board consented to Manager Landers request to attend the in-person conference.

Oath of Office – Commissioner Cheryl Sutton: Commissioner Sutton took the Oath of Office for the 2022-2027 term for District Position #3.

There being no further business to come before the Board, Board President Sutton declared the meeting adjourned at 10:15 AM.

CHERYL SUTTON
President

GREG PETERSON
Vice President

WAYNE BARNHART
Secretary