

DOUGLAS COUNTY SEWER DISTRICT NO. 1

REGULAR BOARD MEETING

MINUTES

October 13, 2020

Those present by telephone or web-based video in accordance with Governor Inslee's Proclamation 20-28 were:

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

District Staff and Consultants: Bernita Landers, District Manager; Michael Arciga, Finance Officer; Charles Zimmerman, Legal Counsel; and Jeremy Stumetz of RH2 Engineering, the District consulting engineers.

Guests: None.

CALL TO ORDER:

President of the Board, Commissioner Barnhart, called the meeting to order at 8:30 AM.

APPROVAL OF AGENDA:

Commissioner Sutton moved to approve the Agenda, Commissioner Peterson seconded the motion. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA:

Commissioner Sutton moved to approve the Consent Agenda which includes approval of the Regular Board Meeting Minutes of September 22, 2020; Accounts Payable Payroll & Benefits Vouchers numbered 3012425 through 3012427 in the amount of \$104,819.92, and Accounts Payable Vouchers numbered 3012428 through 3012479 in the amount of \$125,495.26, Commissioner Peterson seconded the motion. The motion carried unanimously.

DISTRICT ITEMS:

Wenatchi Landing Sewer Extension Project – Jeremy Stumetz reported on obtaining the last of the four needed Temporary Construction Easements to accommodate the Douglas County road design revisions, completion of the installation of the sewer lines in Empire Avenue last week, and that Hurst

Construction will be working on water line reinstallation and roadway preparation in anticipation of paving the last remaining section between NW Delcon Drive and 34th Street NW in mid-November. Jeremy presented an updated project budget and Manager Landers reported that a budget update has been provided by email to representatives of Douglas County. Manager Landers reported on the reimbursement of project costs by the Dept. of Commerce, and asked that the Board approve Hurst Construction Pay Estimate #4 for September in the amount of \$624,709.79 that was submitted after the vouchers were processed for this meeting. **Commissioner Peterson moved and Commissioner Sutton seconded the motion to approve payment of Hurst Construction Pay Estimate #4 in the amount of \$624,709.79, and the motion passed unanimously.**

WWTP Miscellaneous Project Report – Manager Landers reported on the status of multiple projects at the treatment plant including continuation of Accident Prevention Program identified improvements; installing ventilation in confined spaces and flood alarm switches in numerous pump rooms; assessment of structures and coatings of the SNDR tanks; and assessment of the water line break damage in the SNDR pump room. The required comment periods by the City of East Wenatchee and the Dept. of Ecology for the Shoreline Substantial Development and Shoreline Conditional Use Permits have been completed for the Storage Structure and Security Project. Bernita stated that RH2 Engineering is preparing a scope of work to study storage structure options and design.

COVID-19 Proclamations Update and District Response – Manager Landers reported that the state prohibition on in-person meetings has been extended to November 9, 2020. The state prohibition on terminating utility services for nonpayment and assessing fees for collection of past due utility service accounts is currently scheduled to expire on October 15, 2020, but may be extended. A discussion followed regarding customer account past due status. When asked, District staff remind customers that past due account balances will eventually be required to be paid.

DCSD Website – Manager Landers reported that the Website is live and asked for review and feedback from the Board. A discussion followed.

City of East Wenatchee Strategic Planning Questionnaire – Manager Landers presented a Strategic Planning Questionnaire from the City of East Wenatchee for the Board's review.

WASWD Update – Manager Landers presented a WASWD Update Newsletter for the Board's review, and reported that the WASWD budget which was approved at the business meeting during the 2020 Virtual Fall Conference approved a dues

increase of 4%, equating to an increase of approximately \$280 annually. Manager Landers also presented a letter from the Executive Director of WASWD which relayed notification from the State Auditor's Office that the 2019 Annual Report from the District hasn't been filed yet. Manager Landers reported that staff has been in contact with the State Auditor's Office to explain the cause of the delay in submission of the Annual Report which include a new Finance Officer hired last December who hasn't prepared an Annual Report before, and that the COVID response decision to put the Finance Officer and the Manager, as the trainer to the Finance Officer, on separate crews to maintain redundancy of services in the case of a COVID related illness or isolation didn't create an adequate opportunity for training to enable completion of the Annual Report to occur. Staff is currently working on preparation of the 2019 Annual Report.

Our Valley, Our Future: Our Path Forward – Manager Landers presented the Our Valley, Our Future publication titled Our Path Forward for the Board's information.

Flu Shots – Manager Landers reminded the Board of the scheduled flu shot clinic from 8:00 – 8:30 on the morning of Tuesday, October 27, 2020.

Manager's Evaluation – Board consensus is to distribute the evaluation form for Commissioner completion and compilation by legal counsel, then schedule a formal evaluation when an in-person evaluation may be conducted.

Board Meeting Schedule for November and December – Manager Landers reviewed the Board Meeting schedule for November and December. Board consensus is to keep regularly scheduled meeting dates.

COMMISSIONERS CORNER:

Commissioner Barnhart stated that in response to an email regarding scheduling of a WASWD Section 1 meeting, he is available most any Thursday. Board consensus is that Thursdays are most convenient for Section 1 meetings.

There being no further business to come before the Board, Board President Barnhart declared the meeting adjourned at 9:10 AM.

WAYNE BARNHART
President

CHERYL SUTTON
Vice President

GREG PETERSON
Secretary