

THREE RIVERS REGIONAL
WASTEWATER AUTHORITY
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Serving & Operated By:
Beacon Hill Water & Sewer District
City of Kelso
City of Longview
Cowlitz County

**THREE RIVERS REGIONAL WASTEWATER AUTHORITY
OPERATING BOARD
REGULAR MEETING MINUTES
March 23, 2022**

1. CALL TO ORDER and INTRODUCTIONS

Chairman Hash called the regular meeting to order at 10:00 a.m. on Wednesday, March 23, 2022 in the Three Rivers Regional Wastewater Plant Meeting Room. Those in attendance were:

Three Rivers Regional Wastewater Authority Representative:

Ken Hash, City of Longview (Representative)
Michael Kardas, City of Kelso (Representative)
Dell Hillger, Beacon Hill Water & Sewer District (Representative)
Patrick Harbison, Cowlitz County (Representative)

Staff:

Duane Leaf, General Manager
Jolene Laird, Acting Clerk of the Board
Dave C. Spencer, Board Attorney
Scott Bowman, Operations Supervisor (left at 11:00a.m.)
Gordy Nelson, Lab Manager (left at 11:00a.m.)
Jeff Baker, Maintenance Representative and T.E.A. President (left at 11:00a.m.)
Rich Gushman, Gibbs & Olson (left at 10:09a.m.)

2. APPROVAL OF MINUTES – Regular Meeting – February 23, 2022

Mr. Hillger moved to approve the regular meeting minutes of February 23, 2022. The motion was seconded by Mr. Harbison, and carried unanimously.

3. TRRWP EXPANSION PROJECTS

A. Kelso Pump Station Force Main Pipeline Project – Update

Mr. Leaf was informed that the contractor will start potholing to make sure they have our line located, and when this happens TRRWA will be onsite. Mr. Kardas mentioned that the contractor is good about keeping the city involved.

B. Hauled Waste System – Aerobic Digester Facility – Biosolids Dryer Project – Update

Mr. Leaf reported that we received the 30% design documents on March 21, 2022, from Kennedy Jenks and will be reviewing this with staff next week. We will have a 30%, 60%, and 90% review meeting with staff for comments.

C. Generator Project

Mr. Leaf introduced Rich Gushman with Gibbs & Olson who explained an issue with the Generator Project contract. Due to the supply chain issues we are dealing with for materials and equipment, the contractor is concerned about the Liquidated Damages Clause in the contract; they cannot give a specific delivery date and they have no control over it at this point in time. For the Board's

consideration, Mr. Gushman is proposing changing the Liquidated Damages Clause language to prevent items from being diverted to another project. The Board was provided a copy of the proposed language and a brief discussion followed. Mr. Gushman confirmed the contract has been awarded but has not yet been signed. Once the contract is signed, a change order can be issued for the Liquidated Damages Clause.

Mr. Hillger moved to approve the proposed Liquidated Damage Clause language as a change order for the Generator Project. The motion was seconded by Mr. Kardas, and carried unanimously.

D. South Plant Blower Project – Nothing new to report.

E. Chlorination System Project

Mr. Leaf reported that Kennedy Jenks is in the process of modifying their original scope of work.

4. SHARED SEWER MAIN OWNERSHIP DISCUSSION

Mr. Leaf reported that there is a question about the ownership of the sewer main at 3rd Avenue and Catlin. Included in the packet is the description of the 3rd Avenue interceptor from the Capital Improvement Plan for the Board's review.

Mr. Hillger explained that there was a situation on the 3rd Avenue interceptor; the pipe aged and collapsed and a repair was required on that project. This did bring up the question of ownership of the sewer main at 3rd Avenue and Catlin, where Kelso sewage connects into the Beacon Hill Water & Sewer District (BHSD) interceptor, then 600 feet later these two connect into the Longview sewer, before eventually, the line becomes owned by the TRRWA.

The following items were noted during the discussion of the possible ownership of the sewer main:

- TRRWA does not have equipment nor staff to perform sewer line maintenance.
- Three entities use the sewer main and it is flowing to TRRWA, this could make it TRRWA responsibility. This could also be handled as a MOU between Longview, Kelso, and BHSD.
- The sewer main ownership was not shown as belonging to TRRWA in the Interlocal Agreement before JMUSA and also was not depicted as such on the General Sewer Plan. Changing that ownership scenario would most likely require amending to the JMUSA agreement and General Sewer Plan. What Boards/Councils would need to approve that will need to be researched.
- In the alternative, look at “flushing” agreements between entities could be looked at as being similar to wheeling agreements for water.
- The proportion of flow for each entity in the line will need to be confirmed.
- It was suggested TRRWA could or should participate in the capital cost whether they own the sewer main or not.
- Mr. Leaf again noted that if TRRWA received ownership of the line, would need to pay for a 24/7 contract to maintain the sewer services tapping into the line, as TRRWA lacks the equipment and staff to maintain the line.
- The State Auditor is going to want “fair and equitable” language amongst the jurisdictions.
- Mr. Leaf noted that in previous years, the install of the West Industrial Way Pump Station meter was decided against because of the high cost, but it would likely make flow calculations more accurate for Longview.

- BHSD, Kelso, and Longview discussed meeting amongst themselves in the future to consider the potential TRRWA ownership of the sewer main. It was also discussed that said meeting does not constitute a public meeting.

5. **STAFF'S REPORT**

A. **Financial Reports – Through February**

The financial report through February was included in the packets for the Board's review. Mr. Leaf reported that it looks promising thus far.

B. **Entity Flow Percentages – Through February**

The February Entity Flow Percentages Report was included in the packets for the Board's review. Mr. Leaf reported that this is typical February flow. The EGT flow meter has been installed. April will be the first full month of readings; there might be a revision for the May flow percentage.

C. **Plant Flow & Rainfall Graph – Through February**

The February Plant Flow & Rainfall Graph was included in the packets for the Board's review.

D. **SDC Report – Through February**

The February SDC Report was included in the packets for the Board's review. Mr. Leaf reported that we are almost at budget for 2022.

E. **Septage/Hauled Waste Charges – Through February**

The February Septage/Hauled Waste Report was included in the packets for the Board's review.

F. **NPDES Permit – Discharge Monitoring Reports (DMR) – February and Quarterly**

Included in the packet is a copy of the electronic version of our February and Quarterly Discharge Monitoring Reports for the Board's review. Mr. Leaf reported there were two BOD lab anomalies. Mr. Leaf explained that the Department of Ecology (ECY) monitors the numbers on the quarterly DMR report for permit limits. These numbers are important in regards to the Divert Digester Project that is being proposed in Longview; their discharge would affect these numbers. TRRWA is strongly pushing ECY for pretreatment limits.

G. **Lab & Pretreatment**

1. **February Update**

Included in the packets is a summary of the Lab and Pretreatment Operations in February for the Board's review. Mr. Nelson briefly went over this report. He mentioned that Waste Connections is taking over Waste Control. They are requiring new special annual testing for grit rags. The cost is approximately \$1,400; the budget will need to be increased next year. Our contract lab, ALS, has increased their fees significantly so we purchased a spectrophotometer for our ammonia testing. This will save us a considerable amount of money.

2. **Headquarters' Landfill** – Nothing new to report.

3. **Solvay – Update** – Nothing new to report.

4. **Divert – Update**

Mr. Leaf reported that we had a meeting about the Divert Digester Project with the Department of Ecology (ECY) on February 11, 2022, to discuss their permit application. ECY supported TRRWA's position on pretreatment limits. It was mentioned that Mr. Hash will be visiting a

Divert Digester facility in Boston and Mr. Leaf forwarded to Mr. Hash TRRWA staff questions to ask the Boston Divert Digester facility.

H. Operations – February Update

Included in the packets is a summary of Operations' activities in February for the Board's review. Mr. Bowman briefly went over the report. He mentioned there was an uptick for septage, and flows were down for March. Mr. Leaf provided the Board a document regarding Univar communications about sodium bisulfite delivery issues. Univar has an internal review underway of the latest incident. Mr. Leaf indicated that if this keeps happening, we might have to cancel Univar's contract and go with the second low bidder. Cowlitz County and Longview mentioned they have had similar issues.

I. Maintenance – February Update

Included in the packets is a summary of Maintenance's activities in February for the Board's review. Mr. Olds was unable to attend the meeting. Mr. Baker briefly went over the report. He mentioned the new Rotork valve for the South Plant has been installed. The annual testing for the backflow preventers was conducted and all passed.

J. Port of Longview Industrial Rail Corridor Update

Mr. Leaf reported that a meeting was held on March 7, 2022, to review dewatering challenges. He noted that Mr. Gushman, from Gibbs & Olson, did an excellent job of outlining the issues and provided dewatering resources for the Port of Longview's consideration. The Port indicated that they needed pressure and flows for the Log Pond line to completed their design; TRRWA staff gathered that information for them.

K. Easement for Westrock – Cascade Natural Gas (CNG) Line Project

Mr. Leaf reported that TRRWA has not seen anything yet. Mr. Harbison indicated that permits have been applied for, but have not been approved.

6. APPROVE/RATIFY VOUCHERS – February

Mr. Hillger moved to approve/ratify the February claims in the total amount of \$578,202.64 from the Maintenance Fund, \$79,574.38 from Reserve Fund, and \$939,725.00 from the 2015 Bond Payment Fund. The motion was seconded by Mr. Kardas, and carried unanimously.

7. OTHER

Mr. Leaf reported that he will be unable to attend the April 27 Board meeting. Ms. Stanley and another staff member will be running the meeting.

8. EXECUTIVE SESSION

A. Personnel – Per RCW 42.30.110 (1)(g)

The Board went into executive session to discuss personnel organization changes per RCW 42.310.110(1)(g) at 11:01 a.m., for approximately 5 minutes. Those present were: Mr. Hash, Mr. Hillger, Mr. Harbison, Mr. Kardas, Mr. Leaf, Attorney Spencer, and Ms. Laird. The Board returned from executive session at 11:06 a.m.

Mr. Kardas moved to authorize Mr. Leaf to set the Assistant General Manager's salary 5% over the proposed increase for a total of a 10% increase. The motion was seconded by Mr. Harbison, and carried unanimously. [It is noted that Mr. Bowman will begin at Step 7 as the Assistant General Manager]

9. **ADJOURNMENT**

Being no further business to come before the Three Rivers Regional Wastewater Authority, the meeting was adjourned at 11:10 a.m.

THREE RIVERS REGIONAL WASTEWATER AUTHORITY

Approved: April 27, 2022

for 

Ken Hash, Chairman



Jolene Laird, Acting Clerk of the Board