

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
November 23, 2022**

1. CALL TO ORDER and INTRODUCTIONS

Chairman Hash called the regular meeting to order at 10:00 a.m. on Wednesday, November 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)
Patrick Harbison, Cowlitz County (Representative)
Dell Hillger, Beacon Hill Water & Sewer District (Representative)
Mike Kardas, Kelso (Representative)

Staff:

Duane Leaf, General Manager
Stephanie Helem, Acting Clerk of the Board
Allen C. Unzelman, Board Attorney
Joe Jordan, Lead Operator (left at 11:20 a.m.)
Kevin Olds, Maintenance Supervisor (left at 11:00 a.m.)
Scott Bowman, Assistant General Manager (left at 11:20 a.m.)
Caleb Hanson, Maintenance Mechanic/T.E.A. Secretary (left at 11:00 a.m.)

2. PUBLIC COMMENTS

Mr. Hash asked if there was any member of the public present and wants to make a comment to the Board. Hearing none, he proceeded with the meeting.

3. APPROVAL OF MINUTES – Regular Meeting – October 26, 2022

Mr. Hillger moved to approve the regular meeting minutes of October 26, 2022. The motion was seconded by Mr. Harbison, and carried unanimously.

4. TRRWP EXPANSION PROJECTS – UPDATES

A. Kelso Pump Station Force Main Pipeline – Nothing new to report.

B. Solids Handling Improvements

Mr. Leaf stated he emailed the Board a copy of the Andritz Drum Drying System Proposal. Mr. Leaf asked for the Board's approval on the proposal so he can attach it to the purchase order, which needs to be signed by December 15. Mr. Leaf commended Attorney Unzelman on helping get the proposal turned around in a timely manner.

Mr. Kardas moved to approve the Operating Board Chairman to sign the purchase order for the Andritz Drum Drying System Proposal. The motion was seconded by Mr. Hillger, and carried unanimously.

C. Generators

Mr. Leaf reported the generator project is ongoing. Rich Gushman with Gibbs and Olson is working on the design phase of this project.

D. South Plant Blower

Mr. Leaf reported that the Cowlitz PUD Rebate documentation has been signed off on. Preliminary, it looks to be around \$65,000; this may be readjusted depending on how the system performs.

E. Chlorination System

Mr. Leaf reported that the first meter that Kennedy Jenks recommended did not work. A second meter was installed in the past few days and we will be checking it to make sure it is holding calibration. Mr. Leaf will update the Board at the next meeting.

F. PFAS Evaluation

Mr. Leaf reported that we are continuing to sample and monitor the results. As expected, the two landfills contribute much more than the rest of the general population; the influent numbers are low compared to other places. We will keep sampling under different flow conditions and assemble enough data so that it is scientifically accurate enough to verify where we are.

G. Backflow Prevention Analysis

Mr. Leaf reported that Mr. Olds has been handling this and communicating with the consultant.

5. 2023 BUDGET – PUBLIC HEARING AT 10:15 A.M. – ADOPT RESOLUTION #OB 22-191

Included in the packets is the final draft of the 2023 Budget for the Board's review. Mr. Leaf reported an increase of 3.5%. He feels that this budget is as low as prudent, given inflation and the other cost increases we have seen. We also have had significant costs associated with the recent power failures/transformer issues.

Mr. Leaf noted that the budget includes a 5% increase in salary for Debbie Stanley. Mr. Leaf explained that as far as new duties, Ms. Stanley will be responsible for the upcoming bonding exercise, which will be a significant six to eight month process. Then, there will be the ongoing work to manage this within the budget and future audits. Mr. Leaf said if this is not palatable to the Board, he suggested discussing further in executive session. The Board preferred to discuss in executive session.

[Item 6. System Development Charges and Item 7. Bid Awards were discussed prior to Public Hearing]

Mr. Hash opened the public hearing at 10:15 a.m. There was no public comment. Mr. Hash closed the public hearing at 10:16 a.m.

Mr. Harbison moved to adopt the 2023 Budget by Resolution #OB 22-191. The motion was second by Mr. Kardas, and carried unanimously.

The Board commended Mr. Leaf on keeping the costs down. Mr. Leaf commended staff on a job well done.

6. SYSTEM DEVELOPMENT CHARGES [discussed prior above Item 5. 2023 Budget – Public Hearing]

A. Cowlitz County Headquarters' Landfill

Mr. Leaf reported that TRRWA staff met with Cowlitz County Public Works to discuss SDC fees owed. He believes Cowlitz County understands where TRRWA is coming from. Mr. Leaf is budgeting for these SDCs.

B. Port of Longview

Mr. Leaf reported that TRRWA staff met with the Port of Longview (Port) to discuss SDC fees. The Port has committed to paying their SDC fees in 2023. In the course of discussion with the Port, it became evident that IRM, who leases a berth from the Port, had not paid for SDC's when they took over operation.

C. IRM

Mr. Leaf reported TRRWA staff met with IRM to discuss SDC fees owed. When IRM applied for their Industrial Permit, they listed 50,000 gallons per day; this is in addition to what the Port of Longview was allocated for when they were grandfathered in. IRM is evaluating the situation and is considering lowering their SDC fees by changing their permitted flow. Chairman Hash offered to attend future meetings.

7. BID AWARDS [discussed prior to above Item 5. 2023 Budget – Public Hearing]

A. Sodium Bisulfite

Included in the packet is the bid results for sodium bisulfite for the Board's review. Mr. Leaf reported that Univar is the low bidder, at a cost of \$2.968/gallon. This was a significant cost increase from the prior bid.

Mr. Kardas moved to award the bid for sodium bisulfite to the low bidder, Univar, at a cost not to exceed \$2.968/gallon, which includes Washington state sales tax. The motion was seconded by Mr. Hillger, and carried unanimously.

B. Sodium Hypochlorite

Included in the packet is the bid results for sodium hypochlorite for the Board's review. Mr. Leaf reported that HASA, Inc. is the low bidder, at a cost of \$2.249/gallon. This was a significant cost increase from the prior bid.

Mr. Hillger moved to award the bid for sodium hypochlorite to the low bidder, HASA, Inc., at a cost not to exceed \$2.249/gallon, which includes Washington state sales tax. The motion was seconded by Mr. Kardas, and carried unanimously.

C. RDP Hauling

Included in the packet is the bid results for RDP Hauling/Application for the Board's review. Mr. Leaf reported that Denali Water Solutions is the low bidder, at a cost of \$49.14/wet ton. This was a significant cost increase from the prior bid.

Mr. Harbison moved to award the bid for RDP hauling and application to the low bidder, Denali Water Solutions, at a cost not to exceed \$49.14/wet ton. The motion was seconded by Mr. Hillger, and carried unanimously.

8. SHARED SEWER MAIN OWNERSHIP DISCUSSION

Mr. Kardas asked that this topic be removed from the agenda moving forward. The Board concurred.

9. STAFF'S REPORT

A. Financial Reports – Through October

The financial report through October was included in the packets for the Board's review. Mr. Leaf reported that he anticipates we will finish 2022 below budget, despite some of the extra costs we have

seen this year. Mr. Leaf commended staff for watching the bottom line.

B. Entity Flow Percentages – Through October

The October Entity Flow Percentages Report was included in the packets for the Board’s review. Mr. Leaf reported that this is an overall typical year. Mr. Harbison asked if both plants are operating. Mr. Leaf responded that the North Plant is off line at this time due to recent dry weather.

C. Plant Flow & Rainfall Graph – Through October

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

D. SDC Report – Through October

The October SDC Report was included in the packets for the Board’s review. Mr. Leaf reported that we are over twice the SDC revenue than we budgeted for in 2022.

E. Septage/Hauled Waste Charges – Through October

The October Septage/Hauled Waste Report was included in the packets for the Board’s review. Mr. Leaf reported that we set a record for hauled waste revenue in October. He anticipates this year’s revenue to be approximately \$357,000. He commended staff for keeping the plant running well. Mr. Leaf mentioned that during the power outages we did have to suspend loads for several days at a time.

F. NPDES Permit – Discharge Monitoring Reports (DMR) – October

Included in the packet is a copy of the electronic version of our October Monitoring Report for the Board’s review.

Mr. Leaf wanted to recognize Mr. Nelson, who will be retiring as the Lab Manager. Unfortunately, he is not in attendance. Mr. Leaf commended Mr. Nelson’s efforts with the Lab and how it is operating. That he being a veteran operator from Operations has been a tremendous help to Operations. He has done a great job turning around how the Lab looked at hauled waste. Mr. Leaf introduced Mr. Joe Jordan who will be the new Lab Manager, and has been training with Mr. Nelson for part of the year; he stated Mr. Jordan is the right person for the job and will be successful. The Board welcomed Mr. Jordan.

Mr. Jordan reported that we had one BOD lab anomaly to report. In addition, there were several temperature and flow anomalies due to numerous plant power outages.

G. Lab & Pretreatment

1. October Update

Included in the packets is a summary of the Lab and Pretreatment activities in October for the Board’s review. Mr. Jordan briefly went over the report. He noted that Mr. Nelson assisted Operations in creating a power outage procedure following several power outages. Mr. Jordan continues training with Mr. Nelson until his retirement in December.

2. Foster Farms

Mr. Leaf reported that a meeting has held between TRRWA, Foster Farms, and Department of Ecology (ECY). ECY reaffirmed the paradigm that TRRWA had regarding the need for either a General Sewer Plan or a more limited Engineering Study. Attorney Unzelman will update the Board on his proposal to address this issue in Executive Session.

H. Operations – October Update

Included in the packets is a summary of Operations' activities in October for the Board's review. Mr. Bowman briefly went over the report. He noted that a Power Outage Manual has been developed. With the first power outage there was an issue with the bisulfite pump that Mr. Leaf had to report this to Department of Ecology. Training continues with new operator Kevin Schei and he is on schedule to move to a permanent role in Operations. This will be a good transition when Mr. Jordan transfers to the Lab in December. Mr. Leaf informed the Board we have an Operator that was hired with no license successfully achieved his Operator Class III license.

I. Maintenance – October Update

Included in the packets is a summary of Maintenance's activities in October for the Board's review. Mr. Olds briefly went over the report. He explained that the first two power outages were due to cable failure anomalies on substation 8A. The third power outage was a moisture related issue at substation 4A. Advanced Electrical Technologies (AET) did an outstanding job getting parts and rebuilding substations 8A and 4A. Mr. Olds thanked Mr. Harbison's offer and availability to use Cowlitz County's generator.

Mr. Leaf mentioned that we will be contracting with a firm to conduct preventative maintenance with the transformers. Mr. Leaf commended Maintenance staff for a phenomenal job coordinating getting the plant up and running. He will be writing a letter commending both AET and Cowlitz PUD for their work related to the power outages.

J. Port of Longview Industrial Rail Corridor Update

Mr. Leaf reported that TRRWA is waiting for a re-offer of the land purchase, as the Port had to start the process over again.

K. State Audit

Mr. Leaf reported that the 2020 and 2021 State Audit has been completed and there were no findings. The Exit Conference will be scheduled in December. Mr. Leaf distributed to the Board a draft memo in response to the State Auditor's recommendation comment regarding Holiday Pay. Mr. Leaf explained that in 2011, when the AFSCME contract was formulated, a sentence was inadvertently removed that referenced an aspect of Holiday Pay; this affected every contract after. This was not the intention and TRRWA could prove that there was no tentative agreement to remove this language. This language has been added back into the upcoming proposed AFSCME contract.

Mr. Leaf reported that the State Auditor recommended that the Board define what benefits Employer Medical Contributions include for clarity. He noted that it has always included: medical, vision, dental and one-time annual life insurance cost/long-term disability.

Mr. Harbison moved to define the benefits that the Employer Medical Contributions includes medical, vision, dental, and one-time annual life insurance cost/long-term disability. The motion was seconded by Mr. Kardas, and carried unanimously.

L. WestRock Box Plant Project

Included in the packets is information about the Box Plant that WestRock is constructing. Mr. Leaf reported that WestRock's entrance to that plant is proposed to cross land owned by TRRWA via a paved entrance for heavy truck traffic. TRRWA will need to either grant WestRock an easement for that, or ask that they purchase the land from TRRWA and grant TRRWA an easement for TRRWA's sewer lines. A brief discussion followed which indicated the Board wanted to retain ownership of the land and grant an easement to WestRock. The easement would include language that WestRock was

to maintain the surface of the box plant entrance. Mr. Leaf said he would pass the Board's decision on to WestRock. Mr. Harbison mentioned that a queuing lane will be required. Attorney Unzelman suggested a small RMA (Roadway Management Agreement) be included.

M. WCIA Insurance Deductibles for 2023

Mr. Leaf reported that it is time for notifying WCIA of the 2023 Property/Auto Physical Damage Deductible renewal. He indicated that WCIA is raising property insurance almost double; which seems outrageous. We are already at the highest possible property deductible so there is no relief from that. Mr. Leaf advocated for checking for other insurance options for 2024. Mr. Leaf recommended retaining the same deductibles for 2023 that we currently have, which is \$50,000 for Property and \$1,000 for Auto Physical Damage.

Chairman Hash remarked that it is worth exploring other insurance options. Mr. Harbison and Mr. Hillger offered to provide Mr. Leaf contacts for other insurance companies. It was the consensus of the Board to retain the same deductibles for 2023 as 2022.

10. APPROVE/RATIFY VOUCHERS – October

Mr. Kardas moved to approve/ratify the October claims in the total amount of \$423,173.03 from the Maintenance Fund, \$187,244.92 from the Reserve Fund, and \$20,191.16 from the Fixed Asset Replacement Fund. The motion was seconded by Mr. Harbison, and carried unanimously.

11. PERSONNEL – LABOR AGREEMENTS

A. AFSCME Local 334W – Agreement

Included in the packets is the 2023-2025 AFSCME Local 334W labor agreement for the Board's consideration.

Mr. Kardas moved to enter in the Agreement between AFSCME Local 334W and the Three Rivers Regional Wastewater Authority for 2023-2025. The motion was seconded by Mr. Hillger, and carried unanimously.

B. Technical Employees Association – Agreement

Included in the packets is the 2023-2025 Technical Employees Association labor agreement for the Board's consideration.

Mr. Kardas moved to enter in the Agreement between the Technical Employees Association and the Three Rivers Regional Wastewater Authority for 2023-2025. The motion was seconded by Mr. Hillger, and carried unanimously.

The Board commended everyone involved in bargaining this year. Mr. Harbison and Mr. Hash were part of the bargaining team.

12. EXECUTIVE SESSIONS

A. EXECUTIVE SESSION – FOSTER FARMS – PER RCW 42.30.110(1)(i)

The Board went into executive session per RCW 42.30.110(1)(i) at 11:00 a.m. for approximately 20 minutes. Those present were: Mr. Hash, Mr. Kardas, Mr. Harbison, Mr. Hillger, Mr. Bowman, Mr. Jordan, Mr. Leaf, Attorney Unzelman, and Ms. Helem. The Board returned from executive session at 11:20 a.m. No action was taken.

Mr. Kardas moved to direct the TRRWA General Manager to prepare a Request for Proposal (RFP) for a Headwork's Study that will evaluate plant operations and the impacts to treatment capacity and SDC capacity. The motion was seconded by Mr. Hillger, and carried unanimously.

B. EXECUTIVE SESSION – PERSONNEL – PER RCW 42.30.110(1)(g)

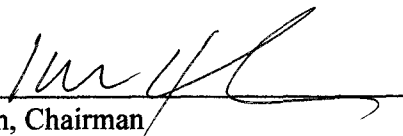
The Board went into executive session to discuss personnel job performance at 11:20 a.m. for approximately 15 minutes per RCW 42.30.110(1)(g). Those present were: Mr. Hash, Mr. Harbison, Mr. Hillger, Mr. Kardas, Mr. Unzelman, Mr. Leaf, and Ms. Helem. The Board returned from executive session at 11:35 a.m. No action was taken.

13. ADJOURNMENT

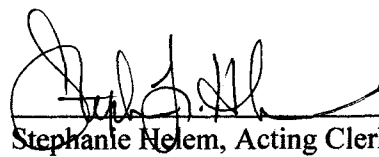
Being no further business to come before the Three Rivers Regional Wastewater Authority, the meeting was adjourned at 11:35 a.m.

THREE RIVERS REGIONAL WASTEWATER AUTHORITY

Approved: December 28, 2022



Ken Hash, Chairman



Stephanie Helem, Acting Clerk of the Board