

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
August 16, 2023**

1. CALL TO ORDER and INTRODUCTIONS

Chairman Hillger called the regular meeting to order at 10:00 a.m. on Wednesday, August 16, 2023 in the Three Rivers Regional Wastewater Plant Meeting Room. Those in attendance were:

Three Rivers Regional Wastewater Authority Representative:

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

Staff:

Duane Leaf, General Manager
Debbie Stanley, Clerk of the Board
Allen C. Unzelman, Board Attorney (arrived at 10:05 a.m.)
Scott Bowman, Assistant General Manager
Joe Jordan, Lab Manager
Kevin Olds, Maintenance Supervisor (left at 11:00 a.m.)
Jeff Baker, T.E.A. President (left at 11:00 a.m.)

Guest:

Mike Boyer, WSCCE Council 2 Union Representative (left at 11:00 a.m.)

2. PUBLIC COMMENTS

Mr. Hillger asked if there was any member of the public present and wants to make a comment to the Board. Mr. Leaf introduced Mr. Boyer to the Board, noting that he is the new AFSCME Local 334W representative. Mr. Boyer thanked the Board for the invite. He stated that he is attending to learn more about the plant. Hearing no other comment, Mr. Hillger proceeded with the meeting.

3. MEETING MINUTES

A. Regular Meeting – July 19, 2023

Mr. Hash moved to approve the regular meeting minutes of July 19, 2023. The motion was seconded by Mr. Kardas, and carried unanimously.

B. Special Meeting – August 8, 2023

Mr. Kardas moved to approve the regular meeting minutes of August 8, 2023. The motion was seconded by Mr. Hash, and carried unanimously.

4. TRRWP EXPANSION PROJECTS – UPDATES

A. Solids Handling Improvements – Update and Underwriter Selection

Mr. Leaf reported that the project is currently at 85% of design. He indicated that the PWTF loan results will not be announced until September. A bond team meeting was held on 8/7/23 regarding the details for the short-term \$6,000,000 loan that Barclays' will be providing. Mr. Leaf mentioned that the financial advisor is suggesting that we defease the 2015 bonds using part of the short-term loan. This should help in selling the 2024 bonds by not having Cowlitz County in the bonding equation. The Board concurred. Mr. Leaf indicated that he will be scheduling a meeting with the bond team to find out estimated bond and short-term loan calculations for the budget.

B. Generators

Mr. Leaf reported that the Kelso Pump Station fuel tank is still being retrofitted. At this point, we will not be able to do that install until next year. Therefore, when we received the equipment, we will store it at the plant until we can proceed. Mr. Leaf indicated that Gibbs & Olson is finalizing the plant generator construction documents. We anticipate calling for bids for this by the end of this month.

C. South Plant Blower

Mr. Leaf reported that we continued to have construction meetings every other week. The contractors have started the prep work and installing conduits. We are on-schedule to complete the work September 19.

D. Chlorination System – Nothing new to report.

E. PFAS Evaluation

Mr. Leaf reported that this is going well. So far, the test results continue to look favorable.

F. Backflow Prevention Analysis

Mr. Leaf reported that Windsor Engineers continues to work on the design. He did receive the change order from them for additional monies, which is higher than he expected. He is meeting with the engineers to discuss the change order next week.

G. Stratus Server Replacement

Mr. Leaf reported that the Stratus system was activated on July 26; we are continuing to work on the programming. Mr. Olds stated that it is a long process; also installing all new Fortinet software.

H. Headworks Study

Included in the packet is a response letter from the Washington State Department of Ecology (ECY) regarding clarification on issues raised by Foster Farms (FF). Mr. Leaf distributed emails with draft interim limit parameters for FF that he feels will work for FF and still protect the plant.

5. HR MANUAL

Included in the packet is proposed changes to the HR Manual for the Board's review and consideration. Mr. Leaf reported that the changes to the HR Manual are highlighted and are basically correcting his title, adding step family to bereavement, adding Juneteenth holiday, earning 10 hour day for holiday, vacation and sick leave for non-represented staff working 4/10s, longevity pay, and defining employer portion of paid benefit contributions. Discussion was held for changes to pages 28, 34, 35 and 36. Ms. Stanley will make the following changes: 1) Page 28: Callback Pay: replace the words, "a minimum of three (3)" with "the minimum hours of overtime pay set in either bargaining contracts". 2) Page 34: Exempt Employee

Vacation Schedule and Maximum Accumulation: delete last sentence in first paragraph. 3) Page 35: Longevity: delete “an annual” in first sentence, and in second sentence, add “current” after the word “employee’s” and delete the word “base” before “salary”. 4) Page 36: Sick Leave & Attendance: delete the second sentence in the second paragraph.

Mr. Kardas moved to approve the HR Manual, with changes as discussed. The motion was seconded by Mr. Hash; and carried unanimously.

6. 2024 BUDGET – DRAFT #1

Included in the packet is the first draft of the 2024 Budget. Mr. Leaf reported that he is proposing two promotions with current staff. One would be to add an EIT Senior position to promote an EIT person. The other is to promote a Maintenance Mechanic to the Maintenance Foreman position. This will help Mr. Olds in managing projects and gives this person time to learn the Maintenance Supervisor position for when Mr. Olds retires. He confirmed that neither promotion would add any additional staff.

Mr. Leaf reported that the 2024 Bonds and short-term loan is not included in this draft budget. In addition, we will not know if we are going to be awarded the PWTF load until September. He indicated that our Financial Advisor suggests paying off the 2015 bonds with short-term loan funds. This will help in selling the bonds. We will know more at the September board meeting.

Mr. Leaf stated that this year, we are requesting to purchase a new mini excavator for \$75,000. This will be coming out of the Fixed Asset Replacement fund balance and will be adding about \$2,500 new funding replacement costs to the operating budget.

7. SYSTEM DEVELOPMENT CHARGES (SDC)

A. Port of Longview – Nothing new to report.

B. IRM

Mr. Leaf reported that IRM had requested to lower their flow in their NPDES Permit to 20,000 gpd, which we also recommended; however, the Department of Ecology (ECY) wants to change it to 22,000 gpd. Therefore, once this has actually been implemented the ECY, we will correct the invoice for the City of Longview to send to IRM.

8. STAFF’S REPORT

A. Financial Reports – Through July

The financial report through July was included in the packets for the Board’s review. Mr. Leaf reported that we are on track to make budget.

B. Entity Flow Percentages – Through July

The July Entity Flow Percentages Report was included in the packets for the Board’s review. Mr. Leaf reported that the percentages were normal for this time of year. All entities are under a 5% average change so no further Board action is required per the budget policy.

C. Plant Flow & Rainfall Graph – Through July

The July Plant Flow & Rainfall Graph was included in the packets for the Board’s review. Mr. Leaf reported that the data is normal for this time of year compared to the last several years.

D. SDC Report – Through July

The July SDC Report was included in the packets for the Board's review. Mr. Leaf stated we are already over budget for SDCs.

E. Septage/Hauled Waste Charges – Through July

The July Septage/Hauled Waste Report was included in the packets for the Board's review. Mr. Leaf reported that we set an all-time record for hauled waste revenue. He commended Mr. Bowman and Mr. Jordan on their efforts to be able to accept this amount of hauled waste. Mr. Bowman noted that so far we are on track to set another all-time record for August.

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

Included in the packet was a copy of the electronic version of our July Monitoring Reports for the Board's review. Mr. Jordan noted that a single quality control note was reported on the report for an excessive blank depletion on the July 3rd CBOD analysis.

G. Lab & Pretreatment

1. July Update

Included in the packets is a summary of the Lab and Pretreatment activities in July for the Board's review. Mr. Jordan briefly went over the report. He commended Ed Davies for getting right on the analyses of septage characteristics for the Headworks Study.

2. Divert

Mr. Hash reported that Divert plans a ground breaking on September 7 by JH Kelly. Mr. Leaf noted that TRRWA will follow up with them regarding their pretreatment system, which also needs to be addressed with the Department of Ecology.

3. Headquarters' Landfill – Nothing new to report.

H. Operations – July Update

Included in the packets was a summary of Operations' activities in July for the Board's review. Mr. Bowman briefly went over the report.

Mr. Hillger asked the status of Mayfield Campers Club request. Mr. Leaf explained that Bob Gregory called him about vector waste from Mayfield Campers Club to clean out their septic tanks. They requested that we accept their waste; however, if it can't go through our hauled waste system, they then asked to dispose of it as vector waste. The Board expressed a concern with the unknown material that may come out of the sewer lines, as characterizing it would be difficult due to settling of the product in the vector trucks. Mr. Olds reported that it is basically a gray water collection system that goes to a common drain field. After discussion, it was the consensus of the Board to deny this request.

I. Maintenance – July Update

Included in the packets was a summary of Maintenance's activities in July for the Board's review. Mr. Olds briefly went over the report.

J. WestRock Box Plant Project

Mr. Leaf reported that WestRock plans to start work tomorrow that will be crossing over our effluent line with a water line on Fibre Way. He noted that we will have staff on-site to inspect the work.

K. Port of Longview Industrial Rail Corridor – Nothing new to report.

9. APPROVE/RATIFY VOUCHERS – July

Mr. Kardas moved to approve/ratify the July claims in the total amount of \$474,639.80 from the Maintenance Fund and \$261,559.09 from the Reserve Fund. The motion was seconded by Mr. Hash, and carried unanimously.

10. OTHER

A. ABSENCE

Mr. Leaf reported that he will be off work August 17-August 18 and August 22. In addition, he will be on vacation August 24-August 31.

B. EXECUTIVE SESSION PER RCW 42.30.110(1)(i)

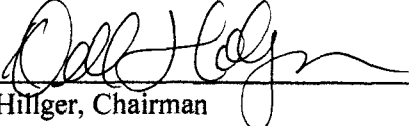
The Board went into executive session at 11:00 a.m. to discuss potential litigation, per RCW 42.30.110(1)(i) for 20 minutes. Those present were: Mr. Hillger, Mr. Hash, Mr. Harbison, Mr. Kardas, Mr. Bowman, Mr. Jordan, Mr. Unzelman, Mr. Leaf, and Ms. Stanley. The Board returned from executive session at 11:20 a.m., with no action taken.

11. ADJOURNMENT

Being no further business to come before the Three Rivers Regional Wastewater Authority, the meeting was adjourned at 11:20 a.m.

THREE RIVERS REGIONAL WASTEWATER AUTHORITY

Approved: September 20, 2023


Dell Hillger, Chairman


Debbie Stanley, Clerk of the Board