



COMMISSIONER'S MEETING MINUTES

March 17, 2022, 8:30 AM

I. CALL MEETING TO ORDER

Commissioner Stephanie Marone called to order the regular meeting of the North Perry Avenue Water District at 8:35 AM This meeting conducted remotely, via "Zoom".

II. ATTENDANCE

District Commissioners: Stephanie Marone, Mary Sevilla, Damon Sallee

District Staff: General Manager Robert Robinson, Office Manager Peter Tonder, Maint/Const Supervisor Austin Muhleman

District Consultants: Attorney Anne Montgomery, Engineer Jim Gross

III. APPROVAL OF MINUTES FROM LAST MEETING

Motion: Upon motion duly made, seconded, and passed, the Board approved the Minutes from the Board of Commissioners meeting held on March 3, 2021.

IV. PUBLIC RECOGNITION

None

V. PUBLIC COMMENT

None

VI. DOCUMENT VALIDATION

1. PAYROLL:	\$	132,111.31
2. GENERAL FUND:	\$	108,370.79
3. CAPITOL FACILITY FUND:	\$	0.00
4. DWSRF FUND:	\$	0.00

VII. OPEN ISSUES

1. GENERAL INFORMATION:
 - a. None
2. SEMINARS/EDUCATION:
 - a. None
3. LIENS: None

VIII. EXECUTIVE SESSION:

1. Litigation. We have an Executive Session now at 9:05 am for the discussion of possible litigation, under RCW 42.30.110 section 1 (i)(i). We expect to be in Executive Session until 9:25 am. Executive Session adjourned 9:16 am.

IX. NEW BUSINESS

1. Employee Probationary Period Review - Office Manager Peter Tonder brought to the attention of the board that the district has ended Administrative Assistant Casey Winderl's probationary period.
2. A T & T Sunset Lease Extension – General Manager Rob Robinson asked the board not to renew the lease with A T & T upon expiration of the current lease. Commissioner Sevilla made a motion to not renew the A T & T lease upon expiration of the current lease. Commissioner Sallee seconded. A vote was made 3 Ayes – 0 Nays.

X. OLD BUSINESS

1. 2018, 2019 & 2020 Audit – Office Manager Peter Tonder let the board know that the audit was finished and the report has been published. Commissioner Marone wanted to thank the staff and let them know how proud she was of how the audit was handled.
2. ENGINEER COMMENTS: Jim Gross
 - a. **Center St Access Road Repair** – Aspect provided the new drawings (review with Board). Aspect will update the bid quantities in the OPCC. The permit documents are ready to submit to the County. We can also get bids as soon as we get the new quantities. Previous OPCC from Aspect was \$278,000.
 - b. **FEMA Hazard Mitigation Grant at Olympus 1MG Reservoir** – Site survey is complete. Structural Engineer has submitted his drawings to CAD, so structural is progressing. Jim reviewed a draft of the Project Report. Once we get the preliminary site drawings prepared, we can submit the Project Report to DOH. BHC has been told by EMD that Pay Applications #1 and #2 are accepted and will be paid soon to the District. BHC is working on Pay Application #3. EMD extended the project schedule to March 3, 2023.
 - c. **GIS** - BHC continuing work on GIS edits. BHC is now working on the service lines/services. Hydrants, valves and street lights are done. Carlito making good progress and had many updates to CAD & GIS.
 - d. **Perry and Gilberton Manganese Removal Systems** – AES will be starting the Gilberton survey soon. Jim reviewed the draft Project Report for these systems. After the surveys are complete, BHC can prepare some preliminary site plans to be included in the Project Report and send to DOH.
 - e. **FEMA HMGP Grant Pre-Application** – WA Emergency Management Division (EMD) approved the pre-application for the Sunset Emergency Generator. A complete HMGP Application now needs to be prepared by April 14. BHC attended the webinar to review application procedure on February 9. Sara is working on the application.
3. ATTORNEY COMMENTS: Anne Montgomery
 - a. Attorney Montgomery went over Travel Expenses. The district will reimburse for all reasonable travel expenses including meals. Meal reimbursement may be actual expenses or the per diem rate not both. District credit card can only be used for district authorized use only. Personal business such as extra hotel days, spouse fees etc can not be billed to the district credit card.
4. OPERATIONS SUPERVISOR REPORT: Austin Muhleman for Andrew Cook
 - a. Seasonal maintenance continues – Hydrant checks and meter replacement ongoing. Planning for seasonal flushing. Night commercial area flushing in process. Day flushing will follow.
 - b. Utility Tech position – Position has been filled. New employee tentatively scheduled to start 4/11/22.
 - c. Summer time project planning in the works. Hoping to get some hydrants painted this year.
5. GENERAL MANAGER REPORT: Robert Robinson
 - a. GM Robinson mentioned that both the Climate and Fluoridation bills have died.
 - b. GM Robinson brought up the updates to the Open Public Meeting Act. The hybrid option will be necessary as this bill has passed.
 - c. Phase 3 Rates/Fees. Currently working on this and hope to have done by end of this calendar year.

XI. OTHER BUSINESS

1. None

XII. ADJOURNMENT

At 9:18 AM, Commissioner Marone adjourned the meeting to be convened April 7, 2022, at 8:30 AM via "Zoom"
This is a public meeting and as such, is open to the public. Information to attend remotely is posted at
www.northperrywd.org the district website.

Minutes submitted by:

Peter Tonder, Office Manager

Dated: March 17, 2022

Stephanie Marone, Commissioner

Mary Sevilla, Commissioner

Damon Sallee, Commissioner