

MEETING MINUTES

October 15, 2015

1. Introductions – Dominic Miller, Eric deMontigny, Jason Dunsmoor, Dean Parsons, Todd Stephens, and Julie Struck.
2. Review agenda: One item was added to the agenda: To consider a recommendation to release the retainage for the Raymond lagoon project.
3. Review and approval of September 24, 2015 meeting minutes: A motion to approve the September meeting minutes with the correction to change “WesTech” to “WasteTech” was made by Todd, seconded by Jason and carried unanimously.
4. Regional WWTP Update
 - a. Punchlist status:
 - i. Spare Drives – G&O has reviewed the latest spare drive proposal from Waste-Tech, which includes a different motor and gear reducer for the Washer/Compactor, but would still be a direct bolt-on replacement. G&O has no concerns about Waste-Tech’s proposal. They asked Richard Howard for an updated quote. Assuming no other issues or concerns by anyone, the City should proceed with authorizing the order. Once a copy of the Waste-Tech invoice is received it will be included in an outlay report for reimbursement.
 - ii. Almax Software – Doug and Aaron will be at the treatment plant next Monday, October 19th. They are coordinating with the Allmax technician to be able to finalize their test of the computer network. If the test is successful, the City should be able to proceed with authorizing this software order.
 - iii. TWAS Flowmeter – G&O is working with Rognlin’s on this item. Based on the last correspondence, it is their understanding that Rognlin’s/QCC were thinking about having this flowmeter replaced as a warranty item through Siemens; however, they seemed concerned about their internal steps required to do this and whether or not Siemens would deem it as warranty coverage. From G&O’s standpoint, the warranty between Rognlin’s and the City covers this item since it essentially has not worked since the beginning. How they deal with their subs and suppliers is Rognlin’s responsibility. G&O intends to continue to require Rognlin’s to replace the flowmeter.
 - iv. Peristaltic Pump for sodium hypochlorite – When Doug and Aaron are on site Monday they will reconfirm with Todd and Ron the specs for the new proposed peristaltic pump. They had previously looked at a pump

from the USA BlueBook catalog. They recommend that the City get this ordered, or authorize their local plumber who has worked on this system to order it and get it installed. The invoices for this work would then be included in an outlay report.

- v. Electrical Panel Moisture – Doug and Aaron will perform a survey of all exterior panels on the site that they can safely open. Todd noted that he was able to open all panels. If the majority of the panels are dry and the handful of panels at the Headworks are the only ones with moisture issues, G&O will make the case to Rognlin’s that the issue is not a design or material specification issue, but rather an installation, workmanship, or supplier issue and Rognlin’s will be required to remedy the issues.
 - vi. Digester Air Header – Doug and Aaron will be performing some tests on the digester blower headers on Monday to see if they can determine whether or not there is a leak in the header or in the blower discharge check valves. Jens with Treatment Equipment Company is scheduled to meet them there, along with Todd, to assist with the troubleshooting. Todd’s issue with the Peristaltic Pump is the internal wear tube in that you never know if it’s going bad until it fails. A possible solution is the installation of a float switch
- b. Outlay report #4 – Retainage payments release for Raymond lagoons –The only remaining issue is that three areas were dug out for drainage that were not put back together. The contractor needs to return and finish off the grades so that they funnel in from the perimeter rather than discharging off the site. Craig and Aaron are aware of this. A motion to release the retainage based on Rognlin’s finishing the grades was made by Jason, seconded by Todd, and carried unanimously.
5. South Bend Lagoon decommissioning
- a. Closeout is complete.
 - i. The inspector, Rognlin’s, and Harvey did a walkthrough. The City and G&O are satisfied. The contractor has removed their equipment.
 - ii. Outlay report #3 has been sent to Hester for work in September. There will be one more outlay report to pay for work in October. There will be a change order to reconcile unit quantities. The net increase is estimated at \$2,027. Harvey is working on the paperwork.
 - iii. Ecology has scheduled a visit to inspect on November 24th. They want to verify that grades tie into the surroundings. Some low spots were

noted; however, it was also noted that nature seldom provides an absolutely flat surface.

- iv. We need to find out from Harvey if we are wrapping up estimates in October before Ecology visits on November 24th. We need a sign-off from Ecology before we close this project out. An effort will be made to get DOE to come out before the 24th because of possible delays due to storms, high tides, or holidays. We need their buy-off while the project is still under contract.
 - v. There was a question about the road Mr. Barkhurst uses to get to his property – it is to remain gravel only? What happens if a high tide washes away the gravel? Dominic replied that the road had been bladed and compacted with gravel according to specifications.
6. South Bend Central Avenue Project Update – This project is moving forward, but very slowly. The contractor broke a water line today. While G&O can make suggestions to the contractor, they cannot direct the work. The contractor is making changes going up the alley. They moved the alignment closer to the bank building. They are working a specialized shoring plan in that area. Repaving will require pre-leveling. The contractor is required to pothole the worst spots to check for voids. Unfortunately, there is very little known about voids in the files. Those details died along with the person in charge at the time. A geotech was out last Friday to check for settling. When large trucks go through the area the ground shakes and can be felt as far away as City Hall. The contractor has submitted a change for additional time listing four items, such as unmarked utilities, clay pipes, and other unknowns. G&O is reviewing their request.
7. EXECUTIVE SESSION
- a. To discuss any matter suitable for Executive Session under RCW 42.30.11 -
8. Schedule Next Meeting – November 12th - Raymond
9. 2016 Proposed Budget Review –
- a. Per Todd and Hester’s budgets they do not include enough personnel at the plant to do what needs to be done. Todd’s opinion is that Hester’s recommendation is too low based on staffing models for similar installations. Todd’s estimate is for 4 employees; Hester’s and Dean’s are for 3 employees. Per Todd EPA guidelines suggest 4 employees for a like type and size of facility; however, these estimates are out of date and do not take into consideration

modern-day automation. 24-hour staffing is no longer necessary. Vacation and holiday schedules can be arranged to accommodate adequate coverage.

- b. Professional services – What is included? This item needs to be broken down in order to be properly tracked. This item should not include services such as maintenance and repair. This item typically includes fees for attorneys, accountants, engineers, consultants, etc.
- c. What is included in miscellaneous services? This item needs to be broken down in order to properly track.
- d. Additional codes need to be added even though Hester has stated that she will not add any items to her budget.
- e. Todd suggested that the city utilize the Vision software program to produce a transaction report each month that can be used by staff to confirm that expenditures coded to the Regional WWTF are actually regional expenses. This would also be helpful to staff for tracking, controlling, and adjusting budget line item amounts. The city already utilizes Vision software, and it is capable of producing this report. Todd handed out an example of the transaction report for review.
- f. Administration costs– There was a lengthy discussion about Administration costs. That proposed number seems high. It based on 30% of Dean’s wages, 25% of Hester’s wages, 25% of two of Hester’s clerks’ wages, and 30% of another clerk’s wages. Administrative costs equal 36% of total personnel costs (Administrative and Operations). 1.3 FTE office personnel in administration VS 3 operations personnel.
- g. Some recurring items seem high, such as lab supplies. Dean will check into that as well as outside maintenance costs – What is included?

10. Adjourn – 7:40 PM