

MEETING MINUTES

November 12, 2015

1. Introductions – None necessary. In attendance were Dominic Miller, Tom Zerkel, Bunny Williams, Jason Dunsmoor, Dennis Houk, Todd Stephens, Eric deMontigny, Dean Parsons, and Patricia Neve.
2. Review agenda – additional items for discussion – nothing to add
3. Review and approval of October 15, 2015 meeting minutes – A motion to approve the minutes of the October 15, 2015 meeting was made by Todd, seconded by Jason, and carried unanimously.
4. Regional WWTP Update
 - a. Punch list status - Mix motors – what happened? Have not seen – Mid Oct
5. South Bend Lagoon decommissioning – Close-out
 - a. Ecology is “super excited” to be out here on November 25th for a +12 tide. If possible we would like to get them out here earlier in order to release the contractor. The storms are indeed coming. Everything looks good and there does not appear to be any reason that we would not pass DOE inspection.
 - b. There is a change order in the amount of \$2,606.60 to reconcile all quantities at the end at the end of the project. Everything will be sent to Raymond for approval.
 - c. Todd discussed with Tom that storm-water was designed to be collected on the site and be discharged through the storm water system, however there were spots inside the plant where storm water was leaving the site through the fence lines around the perimeter of the site. This is not a desirable condition, as it creates erosion around the site, and constitutes a stormwater discharge that requires sampling and testing. Craig Espedal of Rognlin’s sent a worker to fill in one trench that had been cut by landscapers, but stated Rognlin’s position was that the rest of the site was constructed per the specs, and they were not responsible for the rest. Todd asked Tom if there was anything in the specs that stated what the final grade was supposed to be, or how the perimeter road was to be profiled. He indicated that the City of Raymond may have some gravel material available soon that could be used if it were needed. Tom stated that he

would look into it, and did mention that the release of the retainage for the project was contingent upon the stormwater issue being resolved.

6. South Bend Central Avenue Project Update. –
 - a. Work has progressed across First Street. They are through the hardest stretch. A telephone line was hit today; however, it was not a CenturyLink locate and will, therefore, be on them to pay for the repair. At the end of this project the city will have a great map of locates.
 - b. The intent is to have Central Ave paved next week, but there may be some weather issues. The plan involves grinding, patching, pre-leveling, and overlaying prior to asphalt. They must also verify that no voids exist where undercutting occurred.
 - c. Weather permitting the contractor has until first week in January. They are working on a change order to add 14 days.
 - d. Prior to completion there will be air testing as well as television inspection.
7. Tom Zerkel announced that he is retiring Dec 31 – Mike Johnson is the new President of G&O. His education and work history are rock solid.
8. EXECUTIVE SESSION
 - a. To discuss any matter suitable for Executive Session under RCW 42.30.11
9. Schedule Next Meeting – January 14th - Raymond
10. 2016 Proposed Budget Review
 - a. The budget handout last month included items that did not pertain to the treatment plant. Jason's new sheet reflects the budget for the treatment plant only. It is current through October 31, 2015.
 - b. A discussion ensued over the starting number for the budget process. The contract requirement is that the root budget number be comprised of the final number from the prior year, plus any shortfalls, minus any overages. Todd pointed out that the net 2014 root number was never provided; thus, the 2014 budget was arbitrary based on input from the Clerk-Treasurer. That budget number was revised upward quarterly to reflect actual. As a result, the 2015 budget did not meet contract requirements as it had an arbitrary number from the 2014 budget as its root. Information as to the current year shortages

and/or overages has yet to be supplied. Jason assured the Committee that he will have this information by the next meeting.

- c. Todd repeated his concern that the budget does not allow for a sufficient number of plant employees.
- i. Dan is retiring and there are no plans to replace him which will leave the plant with only three operators. The decision to move forward with a reduced staff is solely in the hands of the Administrative Manager Dean Parsons.
 - ii. Todd again expressed concern that a reduced operator staff will not be able to keep up with the regular day-to-day tasks necessary to keep the plant and its equipment running smoothly. He foresees possible permit violations and has alerted DOE that if violations do occur it will be the result of understaffing. In addition, Todd reminded the Committee that vacation time among the existing operators totals 3 months. For that 3-month period of time there will be only 2 operators on the job. Another point Todd made was that Ron will be leaving at this time next year. Any replacement, certified or not, will experience a fairly steep learning curve which will cut into Todd's productivity. Todd fears that understaffing will mean that things will break and not get fixed. He fears that this "crisis management" will lead the plant down the same path of failure that many small cities find themselves on. Todd stated that his comments are made only out of concern for the success of the project; they are not meant to be accusatory toward anyone.
 - iii. Bunny noted that the difference between the budgeted overtime pay and the pay for an additional operator is around \$20,000. A full crew results in very little overtime – Only some weekends and in extreme storm events. In terms of human capital \$20,000 for an additional operator does not seem extravagant:
 1. Workers have families they like to spend time with.
 2. Workers suffer burn-out.
 3. Workers' performance slips after too many hours on the job.
 4. Nobody is going to work 20 hours per day. The risk is that too much overtime will push them over the line and they will just leave and move on.

5. Overtime can slip into the premium-time category.

- iv. Eric suggested a bottom up evaluation of maintenance requirements. The Administrative Manager could provide a list of day-to-day tasks, lab duties, washouts, wash-downs, repairs, etc. We still do not have an O&M manual from G&O, but we do have O&M manuals and service schedule recommendations from the equipment manufacturers. A solution may include periodic maintenance by the manufacturers' representatives. That would mean, of course, a sizeable adjustment to the professional services number, not to mention scheduling service calls and the issue of driving time.
- v. We may be facing a rough time in the next few weeks with the holidays and all. Is there a benefit to have someone on a part time basis to fill in? Can we proceed effectively with 3-1/2 people? Dean suggested finding a chemist or a person with a chemistry background for the lab work. Committee members agreed that there is more to this than just running tests and waiting for bugs to do their thing. A lab person also is concerned with observation of the equipment.
- vi. The bottom line is it all depends on the recommendations of the Administrative Manager. At this time, he states that we plan to go forward with the present plan and give it a try.

11. Adjourn – 6:42