

**Sallal Water Association
Board of Trustees
Minutes of Tuesday March 17th, 2020 Meeting**

The regularly scheduled meeting of the Board of Trustees of the Sallal Water Association was called to order on Tuesday, March 17th, 2020 at 6:03 pm by President Eric O'Brien. This meeting was held online using Zoom due to the COVID-19 outbreak.

Board members present: Eric O'Brien, Daylin Baker, Ann Reed, Larry Costello, Joyce Hibma and Rich Formisano
Consultants present: Richard Jonson, Attorney, Warren Perkins, Engineer
Employees present: Lisa Hagen, Utility Customer Administrator and Ted Stonebridge, General Manager
Guests present: Shawn McKone

GUEST COMMENTS

No comments

CONSENT AGENDA

Board minutes of the January 21st, 2020 and February 18th, 2020 regular Board meetings and the consultant billing statements were presented.

Jonson & Jonson statement included----- \$5,934.00
Lawhead Architects statement included-----\$15,705.00

Board requested explanation for the amount of \$9,980.00 in the Lawhead Architect invoice.

MOTION NO 2020-11 Motion to approve the January 21st, 2020 and February 18th, 2020 meeting minutes and consultants billing statements, except for \$9,980.00 from the Lawhead statement, by Ann Reed and seconded by Larry Costello. Passed unanimously.

REPORTS

Member Advisory Committee Report

The March 10th meeting was postponed due the COVID-19 outbreak until March 24th.

Engineer Report

WSP Update. Mr. Perkins recommended the WSP draft be sent to Department of Health for review and approval. Mr. O'Brien requested to have this item moved to unfinished business to continue discussion.

Well #2 Contact Time Water Main. Mr. Perkins stated that the water main installation is complete and the chlorine disinfection equipment is being installed this week. Mr. Stonebridge stated the chlorine analyzer will be installed this Thursday. Mr. O'Brien requested an explanation as to why this was needed. Mr. Perkins explained that the analyzer is required by DOH to continually monitor CL residual at a minimum of 0.8 ppm.

New Shop/Reservoir/Well #4. Mr. Perkins discussed the Rural Development (RD) application and requisite financial reports and archeological study.

Proposal for Engineering Services. Mr. Perkins submitted a proposal for engineering services to prepare an application and related documents for Rural Development funding and specs revision for Well 4 and Rattlesnake Reservoir 2. He stated the funding submittal would be consolidated for these projects plus the office/shop project.

Mr. Costello requested clarification for the revisions and the number of hours required to make the revisions. Discussion followed.

MOTION NO 2020-12 Motion to approve the proposal from Gray & Osborne for \$27,915.00 by Ann Reed and seconded by Joyce Hibma. Passed unanimously.

Toll Brothers Tanner Road Phase 2 Developer Extension. Mr. Perkins stated a developer extension agreement for Phase 2 of this project is required before the contractor can begin the work. Mr. Formisano requested an explanation. Mr. Perkins reviewed developer extension agreement provisions including required insurance. Mr. Jonson explained that developer extension agreements need a Board motion for approval.

MOTION NO 2020-13 Motion to approve the developer extension for Toll Brothers Tanner Road Phase 2 by Larry Costello and seconded by Joyce Hibma. Passed unanimously.

Attorney Report

Legal issues were reserved for executive session.

General Manager Report

Mr. Stonebridge directed the Board to his written report posted in Dropbox.

The Board discussed various items. He reviewed steps being taken in the office and field to deal with the Covid 19 emergency.

UNFNISHED BUSINESS

Water Rate Study. Mr. Stonebridge received comments from a few Board members regarding key assumptions for the water rate study. Mr. Costello was concerned that the comments sent may need to be internally discussed before sending to Isaksen & Associates. Mr. Stonebridge assured the Board that Ms. Isaksen had the experience to decipher the comments from the Board. Mr. O'Brien set March 24th, 2020 as the deadline to submit comments to the General Manager.

Commercial rates. Mr. Stonebridge presented a proposal to add two more tiers to section B (commercial) of the Master Rate Schedule. Mr. O'Brien requested that action be deferred on this matter so he could discuss it with the General Manager.

Water Rights Acquisition Feasibility RFQ. Mr. Stonebridge stated that a RFQ had been published and responses were coming in.

WSP update. Continuation of Board discussion regarding Board member comments. Moved to the end of the meeting.

NEW BUSINESS

Construction Manager Service Agreement. A proposed agreement with Akana (a d/b/a owned by Cooper Zietz Engineers, Inc) for construction management service for the proposed office/shop project was presented Mr. Perkins requested how the roles of the architect, civil engineer, Sallal staff and the construction manager will be defined, specifically in managing the permits. Mr. Costello stated the Construction Manager will be the project administrator. Discussion followed.

MOTION NO 2020-14 Motion to accept the services agreement with Akana (subject to inclusion of additional language recommended by Ms. Hibma in Exhibit A) by Larry Costello and seconded by Rich Formisano. Passed unanimously.

Puget Western request. Mr. Stonebridge requested direction from the Board regarding Puget Western's request for Sallal to evaluate whether it is capable of providing water to this proposed project which is estimated to consist of 398 ERU's. There was discussion on whether sufficient information had been provided pursuant to Sallal Rules 40 and 41 so as to require a formal response. The Board requested additional details/plans from Puget Western before replying to its request. Mr. Stonebridge offered to craft a preliminary response with Mr. Jonson's assistance and the Board agreed.

Annual Membership meeting. Mr. O'Brien recommended holding the annual member meeting scheduled for Monday March 30th, 2020 via Zoom (online) in order to meet the Governor's distancing requirements. The Board discussed how some members may have difficulty accessing a computer. The Board agreed to proceed with the meeting utilizing Zoom.

GM recommended two Board meetings/month. Mr. Stonebridge recommended having two Board meetings per month to reduce the length of current meetings and to finalize topics that have been discussed over several Board meetings. Mr. O'Brien recommended having a work study session the Tuesday before each MAC meeting. The Board agreed to meet April 7th, 2020 to discuss the WSP draft and to hold work study sessions on the first Tuesday of each month until the workload becomes more manageable.

EXECUTIVE SESSION

Mr. McKone signed out from the meeting at 8:51 pm. An executive session was convened at 8:51 pm to discuss with counsel legal matters including King County franchise fee litigation. The executive session was concluded at 9:13 pm.

UNFINISHED BUSINESS

WSP updates. Mr. Costello identified water usage amount issues in various tables in the draft plan (including tables 2-5, 2-9, 2-13 and 5-3) and discussion followed. The Board decided to continue the WSP discussion in a work study session scheduled for Tuesday April 7th at 6 pm via Zoom.

MOTION TO AJOURN meeting at 9:31 pm by Larry Costello, seconded by Rich Formisano. Passed unanimously.

Submitted by:

Ted Stonebridge, General Manager