

# FIRGROVE MUTUAL WATER COMPANY

## Regular Meeting Minutes

Date: 02/18/2020 Time: 6:00 p.m.

- I. Call to Order and Roll Call:** S. Williams called the meeting to order at 6:00 p.m. **Board Present:** N. Donovan, A. Fisher, S. Williams, and M. Hinds. **Board Absent:** D. Rose. **Staff Present:** L. Triplett and L. Jones.
- II. Approval of 01/21/2020 Minutes:** S. Williams called for a review of the 01/21/2020 meeting minutes. A. Fisher moved to accept the 01/21/2020 minutes as presented. M. Hinds seconded the motion. Motion passed 4 to 0 with Board members present.
- III. Resident/Customer Comments:** None.
- IV. General Correspondence and Articles:** None.
- V. Action Items:**
- A.** Proposed Conflict of Interest Policy – L. Jones asked the Board for comments or questions regarding the draft Conflict of Interest Policy. N. Donovan turned in comments and edits on a hard copy. A. Fisher asked about the need for the policy and L. Jones replied to protect, through transparency in its operations, the company and its shareholders, board, staff, contractors, and vendors from charges of impropriety. Also, to affirm on its tax returns that the company has this policy in place. After discussion, it was determined that staff, per protocol, would submit the revised draft policy to Firgrove’s attorney for review, and bring the policy back to the Board for further consideration.
  - B.** Proposed Whistleblower Policy – L. Jones asked the Board for comments or questions regarding the Whistleblower Policy. The Board agreed to also have this policy vetted through Firgrove’s attorney, per protocol, before returning it to the Board for further consideration.
- VI. Staff Reports:**
- C. Finance:**
    - Cash Sheets – There were no questions regarding the Cash Sheets. L. Triplett noted that payment was made on the SRF loan.
    - FQ3 2020 Operating Results – The FQ3 budget was distributed to the Board. There were no questions and it was noted that budgets were at or below amounts budgeted.
  - D. Operations:**
    - Zone 2A Reservoir Update – L. Jones distributed photos of the finished construction with the gate and fencing in place. The reservoir is up and running and testing on the re-elevation pumps is all that needs to take place to consider this project finished.
    - Intertie #4 Update – L. Jones distributed photos of the building and sidewalks. This project is close to being finished.
    - 95th Ct East Main Break – L. Jones reported the main break was a water main, 40+ years old, that cracked in front of a residence. Staff noted an alarm through the telemetry at the office and were on the way to the location when calls started coming into the office. Staff were able to shut off the main immediately, but the water was already dispersing at 6,000 gpm and flooded several yards and homes. L. Jones distributed photos of the standing water and homes and the restoration afterwards. A restoration company was contacted immediately to help the residents deal with the situation and Firgrove’s insurance company was contacted. Water quality was also affected in the area and both the field staff and office staff were very responsive and handled the situation admirably.

**E. Administration:**

- Water System Plan – L. Jones inquired if the Board had comments or questions regarding the Water System Plan that was given to each of them on a thumb drive. He reported that the Department of Health (DOH) had finished their review and were waiting for Ecology to finish their review.
- Lakewood Update – L. Jones reported that DOH gave approval for Firgrove to withdraw water from Lakewood which is currently being taken at 1.8 mgd.
- Legislative Update – L. Jones reported two bills being presented in legislature at this time. The first is Bill 6342 regarding control of contaminants in water. The Co-op is working to have some of the language in the bill modified if possible. The second Bill 1860 is regarding schools testing for lead in the school drinking water.

**F. Board:** None.

**VII. Informational Items:** None.

**VIII. Executive Session:** The regular meeting was adjourned into Executive Session at 7:20 p.m. to discuss personnel and property. The Board returned to the regular meeting at 7:44 p.m.

**IX. Adjournment and Next Meeting:** The next Board meetings are scheduled for Tuesday, March 17, 2020, at 6:00 p.m. and Tuesday, April 14, 2020, at 6:00 p.m. S. Williams adjourned the meeting at 7:46 p.m.

**X. Pending Items:** Nothing added, subtracted, or changed.