

FIRGROVE MUTUAL WATER COMPANY

Regular Meeting Minutes

Date: 07/21/2020 Time: 6:00 p.m.

- I. Call to Order and Roll Call:** S. Williams called the meeting to order at 6:04 p.m. **Board Present:** N. Donovan, A. Fisher, M. Hinds, D. Rose, and S. Williams. **Staff Present:** L. Triplett, R. Lantz, and L. Jones. **Guest:** Rhonda Arnett.
- II. Approval of 05/19/2020:** S. Williams called for a review of the 05/19/2020 meeting minutes. D. Rose moved to accept the 05/19/2020 minutes as presented. A. Fisher seconded the motion. Motion passed 5 to 0. There was no Board meeting in June 2020.
- III. Resident/Customer Comments:** None.
- IV. General Correspondence and Articles:** None.
- V. Action Items:**
- A. Customer Assistance Program** – L. Jones explained that because Governor Inslee’s Proclamation 20.23 is now in place, Firgrove must have a Customer Assistance Program available to customers by August 1, 2020. Some of the items required to be included in the Program are 1) a method of contacting customers behind in payments, 2) offering of payment plans, and 3) notification of Customer Assistance Program availability. Staff have decided the most effective method of communication, besides normal contact with customers that are behind on payments, is notification on all customer bills that the Customer Assistance Program and Application are available on the Firgrove web site. After some discussion, M. Hinds moved to approve the Customer Assistance Program as presented. N. Donovan seconded the motion. Motion passed 5 to 0.
- B. RRA & ERP Plan Update Proposal** – L. Jones explained that Firgrove needs to prepare a Risk and Resilience Assessment that can then be used to update Firgrove’s Emergency Response Plan. BHC prepared a Scope of Services to complete both the Risk and Resilience Assessment and Emergency Response Plan Update for a budget of \$130,063. BHC will use all available information from previous studies and plans to be as efficient as possible. However, staff will need to identify any changes from the information provided. L. Jones pointed out the budget did not include internal staff time and therefore he would like the project budget to be set at \$150,000, which is what is listed in the CIP budget. N. Donovan moved to approve the project budget for preparing the Risk and Resilience Assessment and Emergency Response Plan Update for the amount not to exceed \$150,000. A. Fisher seconded the motion. Motion passed 5 to 0.
- VI. Staff Reports:**
- A. Finance:**
- Cash Sheets – L. Triplett reported there were cash sheets for both May and June and a cash sources/uses report that incorporated both months. She pointed out, as Rhonda Arnett had reported, that the market is slowly rising again. L. Triplett also pointed out that the SRF loan deposit was made, and interest rates have gone down.
 - FY 2020 Financial Statement – L. Triplett referenced the Moss Adams report and the unmodified opinion Firgrove received on the audit. Compliments were made to all staff that participated in the audit, which was completed electronically this year due to COVID.
 - Signature Cards – L. Triplett explained that Columbia Bank needs to prepare new signature cards. The information needed from the Board is a photo identification such as driver’s license, credit card information (type of card, issuer, and expiration date only), and occupation.
- B. Operations:**
- Springfield 121st/152nd – R. Lantz reported that 1,800 feet of 8-inch water main has been installed, with 800 feet already turned on to provide fire flow to Pope Elementary School. Next week, installation of the 12-inch main down 152nd Street will begin.

- Staffing – R. Lantz reported that a Firgrove employee has resigned. At this time, the vacant position has not been posted. Plans are to possibly use a temporary agency until the position can be filled.
- Sanitary Survey – R. Lantz reported it has been 5 years since our last Sanitary Survey. Staff had a kickoff meeting with the Department of Health on July 2, 2020. Staff is busy preparing for a site visit on August 6, 2020. M. Hinds inquired what the survey included. R. Lantz responded everything regarding a water system, including site security, sampling, and water quality.

C. Administration:

- Wholesale Water Pricing – L. Jones reported his attempts to negotiate different pricing with the City of Tacoma for their water. Firgrove currently has a contract in place for purchasing Tacoma water, which will remain as is for now. Since new negotiations with Tacoma were tabled, the FCS Group concentrated on maximizing the use of Firgrove and Lakewood water. It was determined that Firgrove needs on average 1.2 MGD Lakewood water, then supplementing that with Firgrove water. There is up to 2 MGD available to purchase from Lakewood. L. Jones stated that lower cost Firgrove water will be used to offset higher cost Lakewood water.

D. Board:

- Investment Report – Rhonda Arnett presented the Morningstar report of Firgrove’s investments. She pointed out that Firgrove has a very balanced and conservative portfolio. Even with the volatility of the market since COVID hit, the market is slowly recovering now and the Firgrove portfolio is recovering as well. M. Hinds inquired about some funds consistently doing poorly. Rhonda responded that those funds are being closely watched and if needed can be moved. Rhonda inquired whether Firgrove would need cash reserves anytime soon and L. Jones responded not at this time. L. Jones also reported that Firgrove also has sufficient reserves and can adjust CIP projects if needed.
- Leak Credits – L. Jones reported leak adjustments for \$575.50 (cracked fitting); \$1,908.11 (water line crack); and \$785.48 (leak under driveway).

VII. Informational Items: None.

VIII. Executive Session: None.

IX. Adjournment and Next Meeting: The next Board meetings are scheduled for Tuesday, August 18, 2020, at 6:00 p.m. and Tuesday, September 15, 2020, at 6:00 p.m. S. Williams adjourned the meeting at 7:58 p.m.

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