

# FIRGROVE MUTUAL WATER COMPANY

## Regular Meeting Agenda

Date: 5/18/21 Time: 6:00 p.m.

- I. **Call to Order and Roll Call:** S. Williams called the meeting to order at 6:03 p.m. Board Present: N. Donovan, A. Fisher, D. Rose, M. Hinds, and S. Williams. Staff Present: L. Triplett, R. Lantz, and L. Jones.
  
- II. **Approval of 4/20/2021:** S. Williams called for a review of the 4/20/2021 meeting minutes. D. Rose moved to accept the 4/20/2021 minutes as presented. M. Hinds seconded the motion. Motion passed 5 to 0.
  
- III. **Resident/Customer Comments:** None.
  
- IV. **General Correspondence and Articles:** None.
  
- V. **Action Items:**
  - A. **BHC Well 13&18 Construction Support Scope** – L. Jones said Firgrove’s first virtual bid opening is later in June. L. Jones presented a scope of work for construction support services for well 13&18 upgrade project in the amount of \$41,153.00 to build the project. M. Hinds had concerns about the format of the agreement. L. Jones offered plans and specs to the Board for additional information. Staff will work with our consultant to be more consistent with the wording in each scope of work. S. Williams asked if the Board should round up the amount to allow for changes. L. Jones said there is always a chance for a change order, but if the increase is under \$15,000.00 then staff will deal with it administratively. If the increase is over \$15,000.00, staff will bring it back to the Board for approval. D. Rose moved to approve Well 13 & 18 Construction Scope of Services not to exceed \$45,000.00. N. Donovan seconded the motion. Motion passed 5 to 0.
  - B. **BHC Meridian Booster Station Scope of Work** – L. Jones presented a scope of work for the Meridian Booster electrical upgrade evaluation in the amount of \$90,656.00. The scope includes evaluation whether the booster station power service can be upgraded to run all pumps within the booster station and what the cost would be. There is also an add-on option to this scope of work. The additional scope is to model the potential of water flowing back from Zone 2A to Zone 2. This would be an increase of approximately \$19,000.00 to complete the analysis, which could potentially save four million dollars on other capital projects. D. Rose moved to approve the BHC Meridian Booster Station Scope of Work not to exceed \$115,000.00. A. Fisher seconded the motion. Motion passed 5 to 0.

## **VI. Staff Reports:**

### **A. Finance**

- Cash Sheets — L. Triplett reported that share charges and stock market accounted for a positive increase in cash.
- Audit – L. Triplett reported the audit is almost finished. S. Williams said his conversation with Moss Adams was very positive.
- Credit Card Report – L. Triplett reviewed a spreadsheet showing types of payments from customers. Credit/debit card activity accounted for about 2% of payments since August 2020. S. Williams said as more people use credit cards, we could pay more in fees. L. Triplett said the Board did talk about taking a customer convenience fee, but decided not to do that now, and analyze how processing fees impact us. L. Jones recommended we continue this option for six more months, then come back to look at both user and bank fees when longer term data is available.

### **B. Operations:**

- Tacoma Intertie #1 Fence – R. Lantz said the fence at Site 300 has been installed. There are a few things left to do including trim some overhanging branches, repaint the building to match the movie theater, cleanup, and address a few security issues, etc. M. Hinds asked if the tree is inside the fence. R. Lantz said it is approximately 30 feet away outside the fence.

### **C. Administration:**

- Annual Meeting – L. Jones said with new COVID-19 guidelines, the meeting room could accommodate nine people plus the Board. There are normally 15 to 20 visitors at this meeting. Visitors could sign up in advance or we could defer the Annual Meeting until later in the year after guidelines are relaxed. We could have a regular Board meeting in June and talk about how to respond to the changes in 24.03 RCW, Washington Nonprofit Corporation Act. If the decision is made to potentially reorganize under 24.06 RCW, it will take some time to develop materials and educate members in advance of the Annual Meeting. Most likely would be fall 2021 before we would be ready. The Board directed staff to postpone the annual meeting until later in the year when all members have the opportunity to attend.
- Office Opening – L. Jones recommends July 1 to open the office back up. If masks and social distancing requirements are still in place, we would limit it to one or two people in the front office at one time. We could also limit how many days a week we are open to start. S. Williams asked about the employee level of comfort with reopening. L. Jones said with the physical barrier, staff would not need to wear a mask. D. Rose asked if it would be wrong to offer incentives to employees to get vaccinated. L. Jones said the Board previously decided not to make vaccinations mandatory. A. Fisher said he would trust L. Jones and staff to handle the transition. He would keep the office closed to outside people until the restrictions are lifted. He asked how you would police the number of customers inside at one time. L. Jones said it would be difficult for office workers to deal

with maskless people or too many customers at a time. N. Donovan said L. Jones needs to move forward based on what the State is saying. M. Hinds said the management team has been doing a great job. Staff will bring back more information on opening the office.

**D. Board:**

- Leak Adjustments – L. Jones reported a leak credit for \$4,266.26 (unique, multi-family setting, service line leak). L. Jones reported a leak credit for \$895.88 (broken pipe by meter and broken coupling by house).

**VII. Informational Items:** None.

**VIII. Executive Session:** None.

**IX. Adjournment and Next Meeting:** The next Board meetings are scheduled for Tuesday, June 15, 2021, at 6:00 p.m. and Thursday, July 22, 2021, at 6:00 p.m. S. Williams adjourned the meeting at 7:28 p.m.

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