

Southwest Suburban Sewer District Commissioner's Meeting

May 1, 2007

Commissioner Hilsen called the meeting to order at 6:00 p.m.

Present: Commissioner Scott Hilsen
Commissioner Tony Genzale

Commissioner William Tracy - Absent

Attorney Eric Frimodt
Manager Steve Sandelius
Engineer Evan Henke
Engineer Dwight Holobaugh
Engineer Garreth Gruth
Engineer Craig Chambers

Also in attendance were Jerry Seidl and Larry Zaragoza.

Changes or Additions to the Agenda – Odor control improvements at Salmon Creek WWTP was added as item p.

Acknowledge Written Communications – None

Consent Agenda

After brief discussion, M/S/P approving the Consent Agenda.

- Approval of the Minutes of the Meetings of April 17th, 2007
- Approval and Signing of the Accounts Payable Vouchers & Payroll Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on listings that have been made available to the Board. Vouchers are included in the attached lists, and further described as follows:
 - Maintenance voucher numbers 07.0487 through 07.0530 in the total amount of \$122,034.90.
 - Construction voucher numbers 07.0032 through 07.0038 in the amount of \$113,427.81.

Business Agenda

At 6:05 pm, Commissioner Hilsen called the 10th Ave South - Alderwood Acres Annexation Hearing to order. He called for Public comment on the proposed annexation. Receiving none, Commissioner Hilsen adjourned the Annexation Hearing at 6:07 pm. After brief discussion, M/S/P approving Resolution 2007-17 Approving the 10th Ave South – Alderwood Acres Annexation.

Chambers submitted a memo identifying changes to the original proposal for the rehabilitation of PS 12 identified during a meeting with District staff, a contractor and the electrical engineer. He also submitted a memo from MKB Construction setting forth a cost break down on the proposed PS 12 rehabilitation project. Chambers reported that he and District staff met with the property owner and discussed proposed improvement. Chambers indicated the property owner did not have concerns about the proposed improvements. After discussion, M/S/P approving Resolution 2007-21 Declaring the PS 12 rehabilitation project an emergency. The Board, engineers and staff discussed proceeding immediately with the award of the construction contract to MKB Constructors for the scope and price of \$480,107.00 including sales tax for the rehabilitation of PS 12. After discussion, M/S/P awarding the construction contract to MKB Constructors and authorizing Sandelius to sign the contract allowing the contract to proceed as quickly as possible.

Frimodt submitted Resolution 2007-18 Appointing an Agent to receive claims for Damages. He reported that a law was passed 5 years ago requiring this action and recommended identifying the General Manager as the Agent. After discussion, M/S/P approving Resolution 2007-18.

Sandelius submitted Resolution 2007-19 Authorizing the Application for Community Development Block Grant funds and reviewed it with the Board. He explained that the application is to assist with the financing of Evergreen Heights, Phase II. After discussion, M/S/P approving Resolution 2007-19.

Frimodt submitted the draft Southwest Beach Homeowners, LLC agreement and reviewed it with the Board. After discussion, the Board requested that the agreement be completed prior to final approval.

Sandelius submitted the 2006 Financial Statements. The Board deferred the review and discussion to the meeting of May 15th so that Commissioner Tracy will be in attendance.

Sandelius submitted Resolution 2007-20 Amending Policy on setting Travel Per Diem and reviewed it with the Board. He explained the only change from current policy is using the meal and incidental expense rates established by the General Services Administration (GSA) to determine the meal rate for the city being visited instead of using a flat \$35 regardless of the city being visited. After discussion, M/S/P approving Resolution 2007-20.

Frimodt submitted a memo concerning issues related to a proposed policy to assist low-income households with assessments and other sewer costs. After a lengthy discussion, the Board determined that the low-income policy would not be investigated further due to potential financial impacts on the District.

Sandelius submitted information concerning purchasing a 60 KW and a 300 KW trailer mounted generator from the State Purchasing Department. He indicated the cost of the 60 KW is about \$35,000 and the 300 KW is about \$85,000. The Board authorized the staff to finalize the equipment selection and pricing for approval at the May 15th meeting.

Sandelius submitted the proposed plans for the office remodel and reviewed them with the Board. After discussion, M/S/P authorizing the office remodel to be advertised for bid on the small works roster.

Sandelius submitted a memo from Hoefle at Salmon Creek WWTP requesting that the propane tank be declared surplus property. He reported that the tank is not operating correctly and the piping does not meet codes and needs to be replaced. M/S/P declaring the propane surplus property for disposal.

Holobaugh submitted a memo concerning the recent installation of two beach manholes along with pictures of the construction and final installation. Holobaugh reported that preliminary review indicate that there are 6" sags in the 8" beach line. The condition of the line will not be known until the line is cleaned and inspected.

Sandelius reported on a recent check fraud. A warrant to a District vendor was stolen from the mail, modified with the name, address and thumb print of the thief and cashed. He reported that King County has taken over the investigation and replaced the warrant. Sandelius reported he has notified the State Auditors Office.

Sandelius submitted a memo requesting authorization to prepare a cost estimate for providing sewer service to 430 SW 124th. After discussion, M/S/P approving the request.

Sandelius submitted a memo requesting authorization to prepare a cost estimate for providing sewer service to 16735 Marine View Dr SW and setting forth four alternative routes. After discussion, M/S/P approving the request and selecting alternative 2 as the preferred route.

Henke submitted the plans, schedule and cost estimate for proposed odor control improvement at Salmon Creek WWTP and reviewed them with the Board. After discussion, M/S/P authorizing the project to be advertised for bid.

Commissioner’s Comments or Reports

Commissioners Hilsen and Genzale reported on information presented at the WASWD Conference in Pasco, Washington in April.

Public Comment

Jerry Seidl commented on the cost of providing sewer service.

Executive Session - None

Set the next Public Meeting, Dates and Times:

Regular Board Meetings: May 15th, 2007 at 6:00 pm
June 5th, 2007 at 6:00 pm

Adjournment: The meeting was ended at 7:35 PM

Attest:

Excused
William Tracy
President and Commissioner

___ Approve
___ Oppose

Scott Hilsen
Vice-President and Commissioner

___ Approve
___ Oppose

Tony Genzale
Secretary and Commissioner

___ Approve
___ Oppose ___