

## Southwest Suburban Sewer District Commissioner's Meeting

February 05, 2008

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

Present: Commissioner Scott Hilsen  
Commissioner William Tracy

General Manager Ron Hall  
Manager Steve Sandelius  
Attorney Eric Frimodt  
Engineer Craig Chambers  
Engineer Gareth Grube

Commissioner Tony Genzale – Absent

**Changes or Additions to the Agenda** – Hall requested additions to the Business Agenda of authorization to advertise the Chelsea Park Phase II project and authorization to send Pete Sanchez to the Collection System 2008 Conference. Also, Frimodt requested an Executive Session be added to the agenda to discuss possible litigation involving the Nichols claim.

**Acknowledge Written Communications** – The Board reviewed a letter from Mr. Les Holm.

### Consent Agenda

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

- Approval of the Minutes of the Meeting of January 22<sup>nd</sup>, & 24<sup>th</sup>, 2008
- 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 08.0138 through 08.0193 in the total amount of \$195,326.72.
  - Construction voucher numbers 08.0009 through 08.0012 in the total amount of \$113,211.00.

### Business Agenda

Hall submitted an updated “Administrative Procedures and Guidelines for the Personnel Rules and Regulations”. After brief discussion, M/S/P approving the document as written.

Sandelius submitted the 2008 Budget. After brief discussion, M/S/P approving the Budget.

Hall submitted Resolution 2008-04 authorizing a rate increase from \$19.50 to \$21.50 consistent with the District's previous adopted policy to increase revenues required for capital facility improvements. After discussion, M/S/P approving the rate increase.

The Board discussed different options for a bond underwriter and bond attorney. After brief discussion, M/S/P approving Seattle NW as the District's Bond Underwriter and Hugh Spitzer of Foster Pepper as the District's Bond Attorney.

Hall submitted a request to have BHC put together a scope and budget to study different options for constructing a new Maintenance Facility and also for a biosolids/composting study. After brief discussion, M/S/P approving the request.

Hall requested authorization to advertise the Chelsea Park Phase II project for bid in the Daily Journal or Commerce. After brief discussion, M/S/P approving the request.

Hall requested authorization to send Pete Sanchez to the "Collections System 2008 Conference" in Pittsburg, PA, May 18 – 21, for an estimated cost of \$2000.00. After brief discussion, M/S/P approving the request.

Hall requested authorization to advertise for bid for the pump station #17 Elimination Project. After brief discussion, M/S/P approving the request.

### **Commissioner's Comments or Reports –**

Commissioner Tracy reported on the North Highline annexation meeting held on Saturday, February 2<sup>nd</sup>, at St. James Lutheran Church.

Commissioner Hilsen directed the staff to evaluate age, capabilities and hardware of all District computers and to upgrade all computers.

### **Public Comment – None**

### **Executive Session**

At approximately 6:45 p.m., Commissioner Hilsen indicated that the Board would be moving into an Executive Session. Frimodt announced that the purpose of the Executive Session was to discuss potential litigation involving the Nichols claim. Frimodt indicated that he anticipated that the Executive Session would last approximately five minutes. After five minutes, Frimodt announced that the Executive Session would be extended for an additional ten minutes. The Executive session concluded at 6:59 pm.

### **Set the next Public Meeting, Dates and Times:**

- Commissioner's Meetings – February 19<sup>th</sup>, 2008 @ 6:00 pm
- March 4<sup>th</sup>, 2008 at 6:00 pm (*Tentative*)

### **Adjournment**

The meeting was ended at 7:05 pm.

