



Southwest Suburban Sewer District Commissioner's Meeting

Dedicated to preserve the purity of your environment."

Commissioners:

Tony Genzale – President
William Tracy – Vice President
Scott Hilsen – Secretary

General Manager:

Ron Hall

Consulting Attorney:

Eric C. Frimodt (*Absent*)

Consulting Engineer:

Craig Chambers

September 22nd, 2009

1. Call to Order:

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

2. Also in Attendance:

Ken Nilsen & Erik Waligorski

3. Changes or Additions to the Agenda:

None

4. Approve Agenda:

After review of the meeting agenda, the Board unanimously approved the agenda.

5. Written Communications:

None

6. Consent Agenda:

- Approval of the Minutes of the September 22nd, 2009 meeting.
- 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 09.1105 through 09.1167 in the total amount of \$237,953.85.
 - Construction voucher numbers 09.0069 through 09.0073 in the total amount of \$68,290.18.
 - Approval of the Certification & Satisfaction of Liens, Additions and Adjustments
 - Review and Accept King County Investment Report for Previous Month
 - Review monthly Income Report
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7. Business Agenda:

Chambers from BHC Consultants reviewed his written engineering status report and updated the Board on the Seahurst Beachline project, Sodium Hypochlorite Generation and the Salmon Creek WWTP Headworks bypass project.

Nilsen from Pace Engineering reviewed his written engineering status report and updated the Board on the Seola Beach repairs.

Waligorski from Roth Hill reviewed his written engineering status report and updated the Board on Chelsea Park Phase IV & V.

Hall requested the approval to accept the low bid for Chelsea Park Rehabilitation Project - Phase IV from Shoreline Construction Company in the amount of \$595,452.50. Waligorski stated that we had received twelve bids in the range of \$595,452.50 to \$1,089,035.00. After brief discussion, M/S/P unanimously approving the request.

Hall informed the Board that he and staff are currently putting together a H1N1 Pandemic Flu Plan as part of the District's COOP Plan. Hall stated that he is confident that the operations, maintenance & sewer maintenance departments will be able to run on skeleton crews if required for a short while. Hall stated that his concerns are with the administrative department. The District has approximately 150 – 200 customers and contractors per week that come through the front door. Before the flu season hits full force the District will have a written protocol that covers hygiene, social distancing, and temporary alternative customer interaction. Hall also requested from the Board approval to set up remote access for the administrative staff. This would allow staff (if needed) to perform their essential job functions from home. Hilsen stated that this would be fairly simple and cost approximately \$4,000.00 to \$5,000.00. His concern was security at the user end. It was recommended that District laptops be used and that the proper securities were installed. After brief discussion, M/S/P unanimously approving the request.

8. Commissioner's Comments or Reports:

Commissioner Tracy commented on the WASWD Conference held in Chelan, WA. He updated the Board on the election results of the WASWD Board.

9. Manager's Comments or Reports:

Hall updated the Board on the status of the Systems Administrator hiring process. Hall stated that he will be using the services of Ross Ardrey of NW Management Consultants, Inc, Steve Schommer, Information Systems & Technology Director from Northshore Utility District and Debi Humann, HR Manager from the City of Edmonds. Hall also reported on the RBC core samples that were taken this week. The good news is that the RBC's appear to be in good shape and should provide several more years of service. Hall requested a "Special" Board meeting be held next month so that each department head could give a presentation on their department's 2009 accomplishments, and projects & goals for 2010. Hall also recommended a tour of the facilities afterwards.

10. Public Comment:

None

11. Executive Session:

None

12. Set the next Public Meeting, Dates and Times:

Commissioner's Meetings:

October 6th, 2009 at 6:00 p.m.

October 20th, 2009 at 6:00 p.m.

"Special Meeting"

October 27th, 2009 at 9:00 a.m.

