



Southwest Suburban Sewer District Commissioner's Meeting

"Dedicated to preserve the purity of your environment."

Commissioners:

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

General Manager:

Ron Hall

Consulting Attorney:

Eric C. Frimodt

Consulting Engineer:

Craig Chambers

May 25th, 2010

1. Call to Order:

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

2. Also in Attendance:

Erik Waligorski & Larry Zaragoza.

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 May 11th, 2010 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 10.0572 through 10.0638 in the total amount of \$289,649.69.
 - Construction voucher numbers 10.0036 through 10.0038 in the total amount of \$67,620.67.
 - Approval of the Certification & Satisfaction of Liens, Additions and Adjustments.
 - Review and Accept King County Investment Report for Previous Month
 - Review monthly Income Report.

A motion to approve the consent agenda was made by Commissioner Genzale, seconded by Commissioner Hilsen and unanimously approved.

7. Business Agenda:

Chambers from BHC Consultants reviewed his written engineering status report and updated the Board on the Seahurst Beachline Replacement project.

Waligorski reviewed his written engineering status report and updated the Board on the Chelsea Park project.

Hall reviewed PACE's engineering status report and updated the Board on the status of the GIS.

Hall informed the Board that he had purchased "E File Cabinets" electronic filing software. The intent is to file electronically rather than paper. This will create a document filing system that will be easier and faster for locating documents while saving on the amount of paper used.

Hall requested authorization to accept Credit Card payments via iWeb and iCall through Harris. Hall stated that staff received presentations from three different vendors, spent a considerable amount of time in researching advantages and disadvantages of each of the three services. Staff walked through the customer interface to evaluate which would be easiest and the most beneficial to our customers. After careful consideration, staff recommended Harris Payment Solutions. Hall informed the Board that the convenience charge is \$3.45 per transaction and requested the Board determine what the customer charges will be. After lengthy discussion, M/S/P unanimously approved the request and felt that the credit card customers should pay the full \$3.45 convenience charge. It was decided that it would not be appropriate for other District customers to subsidize credit card users.

Hall updated the Board on the new washout at Miller Creek. In the Miller Creek basin, there is an unnamed stream that feeds into Miller Creek. Sometime over the past winter, the stream

overflowed its normal path and shifted a trail bridge eventually exposing a sewer manhole cone. Because of Pace's experience working with the District on a previous Miller Creek repair and restoration project, Hall requested authorization for PACE Engineering to prepare a scope and budget for the Stream Bed Restoration and Manhole Protection design. After brief discussion, M/S/P unanimously approved the request.

Hall updated the Board on the rehabilitation clarifier rehab work at both plants. As discussed in 2009, the primary clarifiers at Miller Creek WWTP and the primary clarifiers and contact chambers at Salmon Creek WWTP internal mechanical components have exceeded their life expectancy and are near failure. All of the odor control fiberglass covers over these tanks have become structurally unsound and are a safety hazard not only for District employees, but visitors also. Because of BHC's experience working with the District on a previous Miller Creek clarifier rehabilitation project, Hall requested authorization for BHC Engineering to prepare a scope and budget for the design of the Primary Clarifier Rehab Project. After brief discussion, M/S/P unanimously approved the request.

Waligorski requested approval for the Scope of Services for Chelsea Park Rehabilitation Project Phase VI engineering services in the amount of \$153,000.00. This will complete the design stage for the Chelsea Park project and the project should be completed by the end of October, 2010. After brief discussion, M/S/P unanimously approved the request.

As directed last week from the Board, Frimodt presented examples for establishing policy for back billing residents for sewer service provided and refunding residents for payment of no sewer service. Hall requested two different policies for back billing residents for sewer service. One policy for unknowing connected residents and a second policy for those who knowingly illegally connect to the District sewer system. Perhaps a fine in addition to back payment. After lengthy discussion, Frimodt requested to prepare a couple different scenarios for the Board's review at a future meeting. M/S/P unanimously approved the request.

8. Commissioner's Comments or Reports:

Commissioner Hilsen updated the Board on the potential 95 foot cell phone towers that may be constructed in the City of Normandy Park; one of which, is planned to be constructed at the City Hall property adjacent to the park ball fields.

Commissioner Tracy informed the Board that he will be attending the MWPAAC and WASWD Section 4 meetings this month. He also presented pictures from a tour he received at the Cherokee Metro Water & Sewer Treatment Plant just outside of Colorado Springs.

9. Manager's Comments or Reports:

Hall reminded the Board of the “Special Meeting” scheduled for June 3rd, to look at a possible location for a new maintenance facility at 12:00 p.m. Hall also reminded the Board of the Chelsea Park “Open House” scheduled for June 9th, at the Burien Library at 7:00 p.m.

10. Public Comment:

None.

11. Executive Session:

At approximately 7:12 p.m., Commissioner Tracy indicated that the Board would be moving into an Executive Session. Hall announced that the purpose of the Executive Session would be to discuss a personnel issue. The initial estimate of the length of the Executive Session was 15 minutes. At 7:23 p.m. Commissioner Tracy indicated that the Board would be moving back into General Session.

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

Commissioner’s Meetings: June 3rd, 2010 at 12:00 p.m. “*Special Meeting*”
June 8th, 2010 at 6:00 p.m.
June 9th, 2010 at 6:00 p.m. “*Open House*”
June 22nd, 2010 at 6:00 p.m.

