



Southwest Suburban Sewer District Commissioner's Meeting

Dedicated to preserve the purity of your environment."

Commissioners:

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

General Manager:

Ron Hall

Consulting Attorney:

Eric C. Frimodt

Consulting Engineer:

Craig Chambers

December 11th, 2012

1. Call to Order:

Commissioner Tracy called the meeting to order at 6:30 p.m.

Also in Attendance:

Ken Nilsen

2. Changes or Additions to the Agenda:

Additional Consent Agenda items and an additional Executive Session item.

3. Approve Agenda:

After reviewing the meeting agenda, the Board unanimously approved the agenda.

4. Written Communications:

No Written Communications.

5. Consent Agenda:

- Approval of the Minutes for the November 20th & 29th, 2012 meetings.
- 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 12.1493 through 12.1557 in the total amount of \$178,670.60. Construction voucher number 12.0063 through 12.0065 in the total amount of \$ 676.57.
- 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 Hilsen, seconded by Commissioner Genzale and unanimously approved.

6. Public Comment:

No public comment.

7. Business Agenda:

Craig Chambers of BHC Consultants updated the Board on the Seahurst Beachline Project, Primary Clarifier Project and the Comprehensive Plan.

Ken Nilsen updated the Board on the status of the Scope of Work for the Pump Station #14 & #15 project.

Awarding of the Miller Creek Plant primary clarifiers rehabilitation project was tabled pending continued analysis on the three lowest bidders.

Hall requested approval to renew the WASWD 2013 Annual Dues of \$18,536.01. After brief discussion, M/S/P unanimously approved the request.

Hall presented a PowerPoint report for the Salmon Creek WWTP primary clarifier project showing one of the rehabilitated clarifiers.

Hall requested approval for the Pease & Sons pay estimate #3 in the amount of \$ 498,779.73. After brief discussion, M/S/P unanimously approved the request.

After thorough review of the District's 2013 planned projects, Hall recommended staying with the current firms on the engineering roster. With minimal engineering services needed, he recommended continuing to have BHC and PACE provide engineering services. Both firms work well with staff and have continued to provide quality service for the past several years and are very capable of handling all of the 2013 projects. After brief discussion, M/S/P unanimously approved the request.

Commissioner Hilsen moved to keep Craig Chambers of BHC as the General Engineer for 2013. After brief discussion, M/S/P unanimously approved Craig Chambers as General Engineer.

Hall requested approval for the 2013 Budget. After brief discussion, M/S/P unanimously approved the request.

Hall requested approval for Resolution 2012-13, Transfer of Funds in the amount of \$1,500,000.00 from the Maintenance Fund to the Construction Revolving Fund. After brief discussion, M/S/P unanimously approved the request.

Hall requested approval for the Scope of Work for Pump Station's #14 & #15 design retrofit in the amount of \$414,347.00. Nilsen recommended continuing negotiations with the Geotechnical Engineer to try and save some money. He recommended that we could negotiate the cost down and place the monies saved into a contingency fund. After brief discussion, M/S/P unanimously approved the request and recommendation.

Commissioner Tracy called for nominations for the position of President. Commissioner Genzale nominated Commissioner Tracy. M/S/P electing Commissioner Tracy as President of the Board. Commissioner Tracy called for nominations for the position of Secretary. Commissioner Hilsen nominated Commissioner Genzale. M/S/P electing Commissioner Genzale as Secretary of the Board. Commissioner Tracy called for nominations for the position of Vice President. Commissioner Genzale nominated Commissioner Hilsen. M/S/P electing Commissioner Hilsen as Vice President of the Board. The Board determined that the term of the new officers would begin effective January 1st, 2013.

8. Manager's Comments or Reports:

Hall updated the Board on the following:

- Commissioner Genzale requested information on the architectural firm who designed the new Burien Fire Station. – Rice, Fergus and Miller.
- The employee appreciation event.
- That the State Auditor was in the process of the annual audit.
- Grinder pump installation negotiations with Ms. Lam Thi.

9. Attorney's Comments or Reports:

Attorney Frimodt reported that the Hines's who were working on refinancing their mortgage had recently paid off the connection charges as authorized by the Board. Attorney Frimodt also provided a status report relating to the connection charges owed on The Salvation Army property and how the property had been sold before the easement was recorded. Frimodt indicated that he will be working with the attorney for the new property owner to see if there is a possibility of still acquiring the easement that will be used to offset a portion of the connection charges. If the new property owner is unwilling to grant the easement, then The Salvation Army will need to pay the full amount of the connection charges.

10. Commissioner's Comments or Reports:

Commissioner Genzale inquired about the District's Adopt-a-Family.

Commissioner Hilsen inquired on the status of the administration building walkway painting. Hall informed that Board that staff was just waiting for dryer weather.

Commissioner Tracy commented on the following:

- Complimented all staff on being proactive with other government and utility's projects and how those projects affect District planning.
- The WASWD franchise agreement questionnaire.
- The free Enduris Commissioners workshop being held in Lynnwood, WA. on January 26th, 2013. Requested that he and Commissioner Genzale be signed up for the workshop.

- The long term planning memo presented by Steve Sandelius and requested a “Special Meeting” the last week of January.
- The F.O.G. workshop being held in Kirkland on December 19th.

11. Executive Session:

At approximately 8:05 p.m., Commissioner Tracy indicated that the Board would be moving into an Executive Session. Commissioner Tracy announced that the purpose of the Executive Session would be to discuss potential litigation per RCW 42.30.110(i)56 and to continue discussions on the General Manager’s evaluation and salary. The initial estimate of the length of the Executive Session was 40 minutes. The Executive Session was subsequently extended for an additional 60 minutes without a formal public announcement as no members of the public were in attendance at the meeting at that time. The Executive Session concluded at 9:25 p.m.

12. Business Agenda:

After carefully reviewing the General Manager’s performance and also taking into consideration a salary survey of other GM’s in the Puget Sound region, the Board of Commissioners M/S/P, unanimously approved an increase to the GM position annual salary by 6% based on past year’s performance and to bring the salary more in line with industry standards.

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

Commissioner’s Meetings:

- January 8th, 2013 @ 6:00 p.m.
- January 22nd, 2013 @ 6:30 p.m.
- February 5th, 2013 @ 6:00 p.m.
- February 19th, 2013 @ 6:30 p.m.
- March 5th, 2013 @ 6:00 p.m.
- March 19th, 2013 @ 6:30 p.m.

