Southwest Suburban Sewer District Commissioner's Meeting

"Dedicated to preserve the purity of your environment."

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

General Manager:
Ron Hall
Consulting Attorney:
Eric C. Frimodt
Consulting Engineer:
Craig Chambers

August 26th, 2014

---

1. **Call to Order:**

   The meeting was held at the Salmon Creek Wastewater Treatment Plant. Commissioner Tracy called the meeting to order at 2:07 p.m.

2. **Also in Attendance:**

   Jeff Howard, Galen Page, Brandt McCorkle, Tim Berge, & Bill Stephani.

3. **Changes or Additions to the Agenda:**

   No changes or additions.

4. **Written Communications:**

   The District received an email from Isaac Huang of the Public Works Board Staff notifying the District that they will be recommending the Pump Stations #14 & #15 Project to the Legislature and Governor in mid-May 2015.

   The Board received and reviewed an email and letters from Diane Pottinger of North City Water District concerning the assumption of Ronald Wastewater District.

   The District received an email from District employee Terry Hoefle announcing his retirement effective September 1st, 2014. The Board collectively thanked Terry for his more than 30 years of service to the District and wished him the very best in his future endeavors.

5. Public Comment

No public comment.

6. Consent Agenda:

- Approval of the Minutes for the August 5th, 2014 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 14.0913 through 14.0962 in the total amount of $276,243.15.
  - Construction voucher number 14.0095 in the total amount of $326.80.
  - Approval of the Certification & Satisfaction of Liens
  - 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.

7. Business Agenda:

Craig Chambers updated the Board on BHC Consultants monthly report on the Miller Creek Plant Primary Clarifier Project and the Salmon Creek Solids Handling Scope.

Hall updated the Board on the PACE Engineers Scope of Work for the Pump Station #14 & #15 project.

Galen Page updated the Board on the progress of the SWAMP. After the report, Hall inquired direction from the Board of Commissioners on their preference on sole sourcing elements of the project with known quality products and components, or to go out for bid on these products and components. After lengthy discussion, the Board stated that they will let the general manager decide which items will be sole sourced and which will be bid.

Hall presented a letter and copy of a check the District received from the Retrospective Rating Program through WASWD in the amount of $48,002.52.

Hall requested authorization to renew the District's annual insurance through Enduris in the amount of $127,810.00. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval to refund Mr. Armen Yousoufian $2,944.02 for the deposit he submitted for the Walker Creek Developer Extension in 2013. Mr. Yousoufian has sold the property to DeNova Homes Northwest. DeNova Homes Northwest has submitted a Developer Extension deposit in the amount of $2,944.02.

Hall also requested approval for Resolution 2014-12, execution of DeNova Homes Northwest Developer Extension. After brief discussion, M/S/P unanimously approving both requests.

Jeff Howard of BHC reviewed the Scope of Service for the Salmon Creek WWTP Phase-1 Anaerobic Digester Project. After lengthy discussion and a tour of the Salmon Creek Plant, M/S/P unanimously approving the Scope of Services in the amount of $155,235.00.

8. Manager's Comments or Reports:

- No comments or reports.

9. Attorney's Comments and Reports:

Attorney Frimodt discussed with the Board the requirements of the Open Government Training Act. The Board indicated that it had obtained some training on topics required by the statute. Frimodt referred the Board to the training materials available on the Attorney General website for additional training opportunities. The General Manager will be providing information to the Board regarding the information available on the Attorney General website. Frimodt reported to the Board that he had reviewed some fringe benefit and IRS tax issues relating to the District's current employee incentive programs and meal policies. Frimodt also reported that he is continuing to work on a review of the legal issues relating to a new connection charge policy to ensure that all customers who connect to the District's system pay their equitable share of the cost of the District's existing and future facilities. A new connection charge policy will be brought before the Board at a future meeting for discussion. Finally, Frimodt reported to the Board on the status of several collection matters involving unpaid connection charges.

10. Commissioner's Comments or Reports:

Commissioner Tracy commented on the new location of the October Commissioners Workshop being held in Lynnwood.

11. Executive Session:

No Executive Session.

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

Commissioner's Meetings - September 9th, 2014 @ 6:30 p.m.
September 23rd, 2014 @ 6:30 p.m.
October 7th, 2014 @ 6:30 p.m.
October 21st, 2014 @ 6:30 p.m.

13. Adjournment: The meeting was ended at 4:20 p.m.

Attest:

_____

William Tracy ___Approve

President and Commissioner ___Oppose

_____

Suzy Genzale ___Approve

Vice-President and Commissioner ___Oppose

_____

Scott Hilsen ___Approve

Secretary and Commissioner ___Oppose