



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

Consulting Attorney:

Eric C. Frimodt (*Absent*)

Consulting Engineers:

Ken Nilsen
Cameron Ochiltree

General Manager:

Ron Hall

August 14th, 2018

1. Call to Order:

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

2. Also in Attendance:

Nancy Tracy.

3. Changes or Additions to the Agenda:

No additions to the agenda.

4. Written Communications:

Hall presented a letter from Gizachew HailSelassie who requested a refund for 3 of their 4 rental units that are not rentable since January, 2018, due to damage caused by a fire. In addition, they also requested to not be billed for future sewer service until the units have been repaired. Hall stated that the District's policy is a maximum of six months non-billing for fire damage, but that the Board has made exceptions on occasion, but typically, if it takes more than six months, the District has the property owner cap the sewer line until repairs are completed. Commissioner Tracy inquired on how long it will before the repairs are completed and Hall wasn't sure. After brief discussion, Commissioner Tracy made a motion to table the discussion until next meeting when Hall could provide additional information. After brief discussion, M/S/P unanimously decided to table the issue until the next Board meeting.

5. Public Comment

No Public Comment.

6. Consent Agenda:

- Approval of the Minutes for the July 17th, 2018 Board 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 18.0723 through 18.0781 in the total amount of \$227,451.37. (229,451.37?)
 - Construction voucher numbers 18.0074 through 18.0078 in the total amount of \$18,850.64.
 - 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:

Hall requested approval for the purchase of four primary clarifier valve actuators for Salmon Creek WWTP in the amount of \$16,080.00 + WSST. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval to purchase an upgrade to the District's financial software in an estimated costs of \$44,927.50. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for the Seattle City Light scope of work of installing a new transformer and other electrical improvements at the Salmon Creek WWTP in the amount of \$57,154.92. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for the Controls Corporations (QCC) equipment purchase for the Salmon Creek Solids Handling Project in the amount of \$676,472.50. After lengthy discussion, M/S/P unanimously approving the request.

Hall requested approval for the purchase of a new rideable asphalt roller from Sonsray Machinery in the amount of \$17,858.51. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Resolution 2018-08-01, Dai Vu Developer Extension as complete. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval to purchase the Allmax Antero Maintenance Data Management Software in the amount of \$13,615.00. After brief discussion, M/S/P unanimously approving the request.

8. Manager's Comments or Reports:

Hall reported on the following:

- The State Auditor is currently performing their annual review of the Districts financials and District policies, and has requested to have a risk assessment meeting with one of the

Commissioners. After brief discussion, Commissioner Hilsen stated that he would be happy to meet with the State Auditor, but he is not available until early next week.

- There has been numerous complaints from District customers in not being able to find the new facility from Des Moines Memorial Drive and have requested an additional District sign be located near the road. After lengthy discussion, The Board directed Hall to look into an additional sign and the possibility of having the speed limit adjusted and installing a caution flashing yellow light.
- Reminded the Board of the scheduled employee appreciation picnic.
- The status of the hiring a new customer service representative.

9. Attorney's Comments and Reports:

No Comments or Reports.

10. Commissioner's Comments or Reports:

No Comments of Reports.

11. Executive Session:

No Executive Session.

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

Commissioner's Meetings	-	August 28 th , 2018 @ 6:30 p.m.
		September 11 th , 2018 @ 6:30 p.m.
		September 25 th , 2018 @ 6:30 p.m.

13. Adjournment:

The meeting was ended at 7:38 p.m.

Attest:

William Tracy ___Approve
President and Commissioner ___Oppose

Scott Hilsen ___Approve
Vice-President and Commissioner ___Oppose

Suzy Genzale ___Approve
Secretary and Commissioner ___Oppose