Southwest Suburban Sewer District

Board of Commissioners Meeting Agenda

Phone 206-244-9575 - Email: info@swssd.com

Commissioners

William Tracy - President- Position #2 '2019
Scott Hilsen– Vice President - Position #1 '2023
Susan Genzale - Secretary - Position #3 '2021

General Manager – Ron Hall **Consulting Attorney – Eric C. Frimodt** **Consulting Engineers – Ken Nilsen & Cameron Ochiltree**

AGENDA FOR: December 4th, 2018

1. **Call to Order** at 6:30 p.m.

2. **Changes, Additions & Approval of the Agenda**

   Added items "h & i" to the Business Agenda.

3. **Acknowledge Written Communications**

4. **Public Comment** – Comments will be limited to 3 minutes in an effort to improve meeting efficiency. Anyone who wishes to speak is requested to first identify them self (Name and Address), then state the subject matter upon which they wish to speak.

5. **Consent Agenda** (5 minutes)

a. Approval of the Minutes for the November 20th, 2018 Board Meeting
b. Approval and Signing of the Accounts Payable Vouchers
c. Approval and Signing of the Payroll Vouchers

6. **Business Agenda**

a. Approve Resolution 2018-12-01, transfer from the Maintenance Fund to the Construction Revolving Fund. (5 minutes)
b. Approve Pay Request #2 from Shoreline Construction for work performed on the Beverly Park District Extension. (5 minutes)
c. Approve purchase of a 2019 Ford Escape. (5 minutes)
d. Approve purchase of a 2019 Ford F-150 extended cab 4X4. (5 minutes)
e. Approve establishing a duplicate bill fee. (5 minutes)
f. Approve manager's attendance of the AWWA/WEF Utility Management Conference in March. (5 minutes)
g. Review credit card processing report. (5 minutes)
h. Discuss new Washington Paid Family & Medical Leave program. (10 minutes)
i. Discuss establishing policies & procedures for public usage of the District's facilities. (10 minutes)

7. **Manager's Comments or Reports**– (5 minutes)

8. **Attorney's Comments or Reports** – (5 minutes)

9. **Commissioner's Comments or Reports** – (5 minutes)

10. **Set the next Public Meeting, dates and times** Board Meetings - December 18th, 2018 @ 6:30 p.m.
    January Meetings - TBD

11. **Executive Session**

    To discuss litigation pursuant to RCW 42.30.110(1)(i). (15 minutes)

12. **Agenda Items for next meeting**

13. **Adjournment** at 8:00 p.m.