



Southwest Suburban Sewer District Commissioner's Meeting

"Dedicated to preserve the purity of your environment."

Commissioners:

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

General Manager:

Ron Hall

Consulting Attorney:

Eric C. Frimodt

Consulting Engineer:

Craig Chambers (*absent*)

March 1st, 2011

1. Call to Order:

Commissioner Hilsen called the meeting to order at 6:03 p.m.

2. Oath of Office for Susan Genzale

Administered by attorney Eric Frimodt in the presence of a Notary Public, Susan Genzale took the Oath of Office for Southwest Suburban Sewer District Commissioner Position #3 by stating the following oath – *"I Susan Genzale, having been duly appointed to the office of Commissioner Position No. 3, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America"*. Susan Genzale signed the formal Oath of Office which was then notarized by Sandy Goulet as a duly authorized Notary Public.

3. Also in Attendance:

Sue Genzale, Frank Genzale, Jenna Genzale, Laura Gallez, Kris Beutz, Dick Swaab, Gary Coy, Loree Johnson, Dee Dee Van Dan Acker, Margaret Evans, Sandy Goulet, Larry Zaragoza, Jan Thor and Shannon O'dell.

4. Changes or Additions to the Agenda:

Request for sewer connection subordination for the purpose of a home refinance.

5. Approve Agenda:

After review of the meeting agenda, the Board unanimously approved the agenda.

6. Written Communications:

None.

7. Consent Agenda:

- Approval of the Minutes for the January 18th, 2011 meeting.
 - Approval and Signing of the Accounts Payable Vouchers & Payroll Vouchers.
 - 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 11.0248 through 11.0310 in the total amount of \$173,233.19.
 - Construction voucher number 11.0010 through 10.0012 in the total amount of \$405,375.04.
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8. Business Agenda:

Hall introduced the Systems Administrator, Kris Beutz. Beutz gave a presentation on Business Continuity and Disaster Recovery Solutions. The proposal/recommendation will provide a new server; the current server will be the back-up server. This server will be stored outside of the current server room. Additional redundancy would be supplied by a virtual server that would back-up data at an off-site location outside the Puget Sound region. This would also be in addition to the Continuous Data Processor (CDP) and back-up tapes. Thus, supplying four back-ups in four different formats. After receiving quotes from five different vendors, staff recommended that Northwest Computer Support provide the components and installation of the new hardware. Numerous questions were asked by the Board of Commissioners and present staff. After lengthy dialog, Commissioner Hilsen thanked Beutz for her presentation and recommended to the other Board members to review the proposal and to also review the IT vision statement he prepared and distributed for review. Commissioner Hilsen also requested that additional information be provided at the next Board meeting and to go ahead and purchase the new server rack and cabling. After brief discussion, M/S/P unanimously approved the recommendation.

Hall presented a request on behalf of Mr. & Mrs. Hines that the District subordinate its existing connection charge lien in the amount of \$15,376.15 as part of a refinance transaction. This would allow the Hines's to refinance their home at a lower interest rate. Attorney Frimodt advised the Board that pursuant to statute the District's lien is superior to all other liens, except a lien for general taxes. Attorney Frimodt cautioned the Board that subordinating the lien would mean that if the Hines lost their home and the bank took ownership of the property, the bank would have superior lien status and the District's lien status would be secondary. In such a situation, it was possible that the District would not receive the remaining connection charges which would not be in the District's best interest. After lengthy discussion, the Board directed Attorney Frimodt to contact the lender to see if the Hines's could refinance using a method whereby the District would

maintain their superior lien status. In addition, the Hines's would need to agree to pay for any attorney costs and recording expenses accrued by the District as a result of this action. Attorney Frimodt advised the Board that he would gather additional information and report back to the Board.

9. Commissioner's Comments or Reports:

Commissioner Tracy commented on the 128th Street project and his and Commissioner Genzale's attendance at the WASWD Section 4 meeting.

Commissioner Genzale thanked the Board for intrusting her with the Commissioner position and looks forward to working with the Board, District staff and representing the rate payers.

10. Attorney's Comments and Reports:

Attorney Frimodt reported that he had recently reviewed a new Annual Right of Way Permit being used by the City of Burien.

11. Manager's Comments or Reports:

Hall updated the Board on the following:

- The 2011 WASWD Spring Conference in Kennewick, WA, April 27th – 29th.
- He will be advertising soon for the vacant sewer department position.
- Reminded the Board that he and Commissioner Tracy will be attending the NASTT No-Dig Conference in Washington DC. Hall and Erik Waligorski will be giving a presentation on the Chelsea Park project.
- Informed the Board that compost sales have reduced from 1584 cubic yards with 136 compost customers in 2008, to 224 cubic yards with 76 compost customers in 2010.
- The YMCA buildings have been boarded up and the security fence should be installed this week. In addition, while staff was securing the buildings, they found a filing cabinet in the brick home that contained approximately 100 – 150 personnel files. These files have been returned to the YMCA.
- A representative from In-Hance (Harris), which is the District's payroll and GL portion of the Harris accounting/billing software, will be here for the next two days to address issues with the payroll software.

William Tracy

Secretary and Commissioner

Approve

Oppose