



# 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

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## May 3<sup>rd</sup>, 2011

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1. **Call to Order:**

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

2. **Also in Attendance:**

Larry Zaragoza.

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

Executive Session - To discuss complaints against a public officer or employee and to discuss with legal counsel potential litigation and legal risks of a proposed action or current practice.

4. **Approve Agenda:**

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

5. **Written Communications:**

None.

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6. **Consent Agenda:**

- Approval of the Minutes for the April 19<sup>th</sup>, 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 11.0522 through 11.0595 in the total amount of \$185,205.44.
    - Construction voucher number 11.0022 through 10.0025 in the total amount of \$151,590.33.
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## **7. Business Agenda:**

Hall requested approval for a Temporary Sewer Service Connection Agreement for 14625 25<sup>th</sup> Ave, SW. After brief discussion, M/S/P unanimously approved the request.

Hall reviewed with the Board the current Automobile Usage Policy, Traveling Policy and Mileage Reimbursement Policy. After lengthy discussion, the Board directed Hall to prepare updated policies for the Boards review at a future meeting.

Hall brought to the Board's attention that the PWTF Board has established a temporary opportunity to withdrawal up to 95% of available funds for current projects. This means if the District wanted to withdrawal the majority of the funds remaining for the Seahurst Beach project, that we could do so. Hall stated that the only disadvantage would be that the District would be required to start making payments of the withdrawn amount starting July, 1<sup>st</sup>, 2011. After lengthy discussion, the Board directed Hall to contact the PWTF Board and proceed with drawing out the funds.

Hall brought to the Board's attention that the wastewater treatment plant operators and mechanics presented a memo requesting that their work shift be changed to a 4-10 work week. Hall stated that he met with the employees and reviewed the advantages and potential work schedule that the employees had prepared. Hall stated that he was comfortable with the proposal and recommended the proposed shift, providing that a few conditions are met. During major Holiday weeks, the employees will go back to an eight hour work shift. Considering these weeks are popular vacation weeks, this will provide better coverage; and that the 4-10 schedule will be temporary through the end of the year when the employees and Hall will meet to discuss how the shift is working out. After brief discussion, M/S/P unanimously approved the request.

## **8. Manager's Comments or Reports:**

Hall updated the Board on the following:

- SPU negotiation scheduled for next Monday.
- Conversations with Annette Sommer concerning issuing Bonds for the primary clarifier project.
- Status of the overlay on 4<sup>th</sup> Avenue SW.
- Status of the City of Burien's Seahurst Beach rehabilitation project.

**9. Attorney's Comments and Reports:**

Attorney Frimodt advised the Board about a new bankruptcy action filed by Edna Wheaton as it relates to the District's connection charge agreement. Attorney Frimodt also advised the Board that he hadn't heard anything back from the GMAC bank or the Hines regarding the status of the Hines refinance transaction.

**10. Commissioner's Comments or Reports:**

Commissioner Tracy commented that he arrived at the city of Burien Emerald Pointe meeting and it wasn't until then that he found out the meeting had been cancelled. The meeting has been rescheduled for May 12<sup>th</sup>.

Commissioner Hilsen discussed the Jurisdictional Workshop that he and Commissioner Genzale attended and reviewed some of the workshops he had attended at the WASWD Conference in Tri-Cities, WA.

Commissioner Genzale discussed the WASWD Conference in Tri-Cities, WA and what a great educational experience it was.

**11. Public Comment:**

None.

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**12. Executive Session:**

At approximately 8:04 p.m., Commissioner Hilsen indicated that the Board would be moving into an Executive Session. Hilsen announced that the purpose of the Executive Session would be to discuss complaints against a public officer or employee and to discuss with legal counsel potential litigation and legal risks of a proposed action or current practice.

The initial estimate of the length of the Executive Session was 30 minutes. The Executive Session was subsequently extended for an additional 30 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 9:03 p.m.

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

Commissioner's Meetings	May 17 <sup>th</sup> , 2011 at 6:30 p.m.
	June 7 <sup>th</sup> , 2011 at 6:00 p.m.
	June 21 <sup>st</sup> , 2011 @ 6:30 p.m.

