



# 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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## August 9<sup>th</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:**

Annette Sommer, Mike Martin & Larry Zaragoza.

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

Two written communications and modification to Business agenda, Item b.

**4. Approve Agenda:**

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

**5. Written Communications:**

The District received a letter from Bernie & Boys stating that they had gone out of business and requested that they not be required to pay their full commercial sewer bill after they had closed their business on March 31<sup>st</sup>, 2011. After brief discussion, the Board approved the request, reducing their bill to the minimum commercial amount.

The Board reviewed an email from Mr. Ted Calvert directed to Commissioner Genzale requesting that he not have to pay his sewer bill because the house was vacant. After brief discussion, the Board directed staff to write Mr. Calvert a letter explaining why the District is not able to approve his request.

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## **6. Consent Agenda:**

- Approval of the Minutes for the June 26<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 11.0920 through 11.0977 in the total amount of \$158,436.35
      - Construction voucher number 11.0040 through 10.0041 in the total amount of \$112,772.94.
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## **7. Public Comment:**

Burien City Manager, Mike Martin, requested the support of the Board towards the City of Burien annexing the unincorporated area of King County, White Center. Mr. Martin went on to state his belief that the residents would be better served by the City of Burien. After lengthy discussion, the Board of Commissioners agreed with Mr. Martin, and when the time is appropriate, the District will write a letter of support.

## **8. Business Agenda:**

Annette Sommer of Seattle Northwest Securities was in attendance to give a presentation for Bond planning of the Primary Clarifier Project. Ms. Sommer explained the bond process, rates and payment options. After lengthy discussion, the Board chose the "Level Debt Service" option.

Chambers requested approval for Seahurst Beach Project change order #1 in the amount of \$63,394.28. After brief discussion, M/S/P unanimously approved the request.

Hall requested approval for Resolution 2011- 07, Accepting Greenbridge, Phase V – Developer Extension as substantially complete. After brief discussion, M/S/P unanimously approved the request.

Hall requested to send Senior employees Terry Hoefle and Scott DeLibero to the WEFTEC Conference in Los Angeles. After brief discussion, M/S/P unanimously approved the request.

Hall reviewed the CHS Engineers Open House proposal, invitation list and potential dates with the

Board.

Hall requested approval for four asphalt repairs by the low bidder, Superior Asphalt, totaling 2,888.73 square feet, in the amount of \$18,012.75. After brief discussion, M/S/P unanimously approved the request.

**9. Manager's Comments or Reports:**

Hall updated the Board on the following:

- That the IT audit had been conducted last week and that he will email the audit report to the Board tomorrow for their review.
- Hall requested a "Special" Board Meeting (Workshop) to discuss and review the SOQ's for architectural design of the new Administration & Sewer Maintenance Facilities. After brief discussion, M/S/P unanimously approved the request and set a date of August 29<sup>th</sup>, 2011 for the Workshop.
- Hall requested approval for personal cell phone usage of the District owned cell phones for the management team. Hall stated that the management team is on call 24 hours/day, 7 days/week and all respond to work related phone calls and emails regularly after hours and weekends. It is clearly understood by the District employees that cell phone records are public information and may be viewed at anytime. Because the data packages the management teams have on their cell phones, there is no additional cost to the District for personal use. The cell phone usage and data is unlimited. After brief discussion, M/S/P unanimously approved the request.

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

Attorney Frimodt reported to the Board about issues relating to the underground tank discovered during the Seahurst Beachline project, and the discussions the District staff had with the City of Burien regarding responsibility for removal of the tank.

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

Commissioner Tracy commented that the Governor's Office appointed Darwin Smith to replace Kathy Keene on the Public Works Board.

Commissioner Genzale stated that she and Commissioner Tracy will be attending the WASWD Section 4 meeting next week.

Commissioner Hilsen stated that he had contacted NW Computer Support and requested that they provide a proposal for an audit of all the desktop computers in the office. He also inquired about the status of the back-up server switch and stated that he wanted to be involved in which switch is selected.

