



# 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

**General Manager:**

Ron Hall

**Consulting Attorney:**

Eric C. Frimodt

**Consulting Engineer:**

Craig Chambers

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## February 5<sup>th</sup>, 2013

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**1. Call to Order:**

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

**2. Also in Attendance:**

Laura Gallez & Nick Vaughn

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

Readjust District Boundary for 4 lots adjacent to Midway Sewer District.

Move Business Agenda discussion of Miller Creek Plant primary clarifier rehabilitation project to executive session.

**4. Written Communications:**

No written communications.

**5. Public Comment**

No public comment.

**6. Consent Agenda:**

- Approval of the Minutes for the January 22<sup>nd</sup>, 2013 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 13.0125 through 13.0191 in the total amount of \$292,657.06.
- Construction voucher number 13.0014 through 13.0017 in the total amount of \$20,399.95.

A motion to approve the consent agenda was made by Commissioner Genzale, seconded by Commissioner Hilsen and unanimously approved.

**7. Business Agenda:**

Hall requested authorization for pay request #5 for Pease & Sons, Inc. in the amount of \$202,615.02. After brief discussion, M/S/P unanimously approved the request.

Hall requested authorization to hire a Utility Inspector I to fill the vacant position. After brief discussion, M/S/P unanimously approved the request.

Laura Gallez was present to present her annual report to the Board of Commissioners. Gallez covered all of the 2012 accomplishments and 2013 goals for the Inspection Services, IT/IS, Safety, Emergency Management and Project Management departments.

Hall requested authorization to discuss with four property owners and Midway Sewer District to readjust the District Boundary for 4 lots adjacent to the Midway Sewer District boundary line. Hall explained that the four lots that are soon to be developed by Millennial Builders would naturally gravity flow to Midway, but if SWSSD were to serve the properties, they would be required to install a pump system. Attorney Frimodt recommended requesting that Midway Sewer District prepare an agreement, and he would review it. After brief discussion, M/S/P unanimously approved the request.

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

No comments or report.

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

Attorney Frimodt reported to the Board on the status of the Fish property matter. Frimodt indicated that Brett Fish had not responded to the District's last offer. Frimodt also reported that the District had received payment of approximately \$13,000 on a delinquent connection charge on the Stone property due to the fact that the property had recently sold. Frimodt also reported that he is currently working with District staff and the District engineers on two easement issues relating to the Richardson property and the SWAMP project.

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

Commissioner Hilsen commented on a letter he submitted to WASWD concerning Corporate Purchasing in which he recommended that WASWD coordinate cost saving purchases through the Association. Commissioner Hilsen also commented on an additional letter he sent to WASWD requesting the Association sponsor a bill that would limit the amount of fees a county could implement.

Commissioner Genzale commented on the Commissioners Workshop she attended on January 26<sup>th</sup>. Commissioner Genzale attended the following workshops – ethics, commissioner duties and responsibilities, elections, legislative 101 & auditing concerns.

Commissioner Tracy also commented on the Commissioners Workshop and what he learned about proper filing of PDC F1 and F1A forms.

**11. Executive Session:**

At approximately 8:08 p.m., Commissioner Tracy indicated that the Board would be moving into an Executive Session. Commissioner Tracy announced that the purpose of the Executive Session would be to discuss the Miller Creek Plant primary clarifier rehabilitation project and potential litigation per RCW 42.30.110(i)56. The initial estimate of the length of the Executive Session was 30 minutes. The Executive Session concluded at 8:30 p.m.

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

Commissioner’s Meeting	-	February 19 <sup>th</sup> . 2013 @ 6:30 p.m.
		March 5 <sup>th</sup> , 2013 @ 6:30 p.m.
		March 19 <sup>th</sup> . 2013 @ 6:30 p.m.
		April 2 <sup>nd</sup> , 2013 @ 6:30 p.m.
		April 16 <sup>th</sup> . 2013 @ 6:30 p.m.

**13. Adjournment:**

The meeting was ended at 8:35 p.m.

**Attest:**

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**William Tracy**

\_\_\_Approve

President and Commissioner

\_\_\_Oppose

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**Scott Hilsen**

\_\_\_Approve

Vice-President and Commissioner

\_\_\_Oppose

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**Susan Genzale**

\_\_\_Approve

Secretary and Commissioner

\_\_\_Oppose