



Southwest Suburban Sewer District Commissioner's "Special" Meeting

Dedicated to preserve the purity of your environment."

Commissioners:

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

General Manager:

Ron Hall

Consulting Attorney:

Eric C. Frimodt

Consulting Engineer:

Craig Chambers

June 16th, 2015

1. Call to Order:

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

2. Also in Attendance:

Pete Sanchez, Laura Gallez, Ken Nilsen and Pat Klein.

3. Changes or Additions to the Agenda:

Added to the Business Agenda:

Mr. Pat Klein wishes to discuss purchasing a portion of the Miller Creek WWTP property.

Approve inHance Software upgrade. (5 minutes)

Approve Contract with US Bank for new District Credit Cards. (5 minutes)

Approve District Newsletter content. (5 minutes)

Added an Executive Session.

4. Written Communications:

Hall presented a "thank you" letter from Peter & Jacque Troung, complimenting the service they received from Darren Hill, Jason Richardson & Ritch Schule.

5. Public Comment

Mr. Pat Klein requested to purchase a portion of the Miller Creek Wastewater Treatment Plant property that is adjacent to his property. Mr. Klein stated that he wants the extra property to provide a larger play area for his children and to build a garage. Hall provided an aerial photo

and informed Mr. Klein and the Board that not only would there be the cost of the property, but that there would also be the costs associated to having the property surveyed, a lot-line adjustment application filed with the City of Normandy Park, legal description by District council, appraisal and a new fence installed. Attorney Frimodt also pointed out that the District may also be required to advertise the property and go out to bid. The Board also shared their concern with shortening the buffer zone between the Miller Creek Wastewater Treatment Plant property and its neighbors. After lengthy discussion, the Board decided to hold off on making a decision and directed Hall to set up a “Special” meeting to visit the property.

6. Consent Agenda:

- Approval of the Minutes for the June 2nd, 2015 Board 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 15.0672 through 15.0735 in the total amount of \$876,897.00.
 - Construction voucher numbers 15.0025 through 15.0027 in the total amount of \$9,858.56.
 - Approval of the Certification & Satisfaction of Liens
 - Review and Accept King County Investment Report for Previous Month.
 - Review monthly Income Report.

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

7. Business Agenda:

Craig Chambers updated the Board on BHC Consultants monthly report on the Salmon Creek Plant Digester Project, the Miller Creek Digester Cover Project and the Beverly Park Sewer Extension.

Ken Nilsen updated the Board on PACE Engineer’s monthly report on the Lift Station #14 & #15 project, discussions with District staff concerning the broken force main at station #7 and construction of a new lift station at Emerald Pointe.

Hall requested authorization to declare an emergency for the broken force main at Pump Station #7. After brief discussion, M/S/P unanimously approving the request. A resolution will be prepared for the next scheduled meeting for the Board’s signature. Hall also presented a Scope and Budget for the Pump Station #7 repair and upgrade prepared by PACE Engineers for engineering services in the amount of \$25, 912.00. After brief discussion, M/S/P unanimously approving the request.

Laura Gallez & Pete Sanchez were present at the meeting, along with Commissioner Genzale and Hall as members of the SWAMP Strategic Committee to make a recommendation to the Board of Commissioners on how to complete the Contract Administration portion of the project. After reviewing the 3 options, the committee recommended the following:

- Laura Gallez take on the duties of Construction Management & Administration (CMA)
- Pete Sanchez take on the duties of Construction Quality Assurance (QCA).
- Aaron Werner of BHC assist with Construction Support.
- Page & Beard Architects will be on a retainer for Design Construction Management & Administration
- Loree Johnson take on the duties of Support Administrator.

The Committee also discussed with the Board that KPG's peer review pointed out approximately 250 issues with the original design that should be reviewed and cleared up prior to going out to bid. With this consideration, along with current contractor schedules and that it's getting late into the construction season, the Strategic Committee recommended postponing the project until early 2016. After lengthy discussion, M/S/P unanimously approving the request.

With having such dry, warm weather, Hall requested authorization to have the dirt pile at the SWAMP site hauled away this summer and not wait until next year. If the District waited until next year, the dirt might be wet and sloppy and more difficult to move. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval to purchase an inHance Software upgrade in the amount of \$18,790.00. After brief discussion, M/S/P unanimously approving the request.

Hall requested authorization to sign a Contract with US Bank for new District credit cards. Key Bank no longer offers credit cards without rewards benefits, so the District needs to change to a bank that does offer this service. After brief discussion, M/S/P unanimously approving the request.

Hall presented a draft District Newsletter for the Board's review. After brief discussion, the Board approved the content, but requested to add a notification on the reasons why the Pump Station #14 & #15 project will be postponed until next summer.

8. Manager's Comments or Reports:

Hall updated the board on the following:

- Met with the NP City Manager, Mark Hoppen to discuss the franchise agreement, residents, pump station and other issues.
- Bill Stephani and I met with Mrs. Steel to discuss the landscaping at the Normandy Park Pump Station.
- Met with Steve Sandelius to discuss getting started on the 2016 annual budget.
- Talked to Katy Isaksen about getting started on 2016 contract customer rates.
- Met with PACE Engineers to discuss design of the new pump station for the Emerald Pointe apartments and emergency repairs at Pump Station #7.
- Met with PACE to discuss Station #7 improvements.
- Thursday, June 4th, Hall attended the WISE (Washington Informal Science Education) Consortium & STEM (science, technology, engineering, and mathematics) Symposium evening program, where 4th & 5th graders presented their projects on arsenic and water quality (fecal coliform). Hall had provided fecal coliform data to the kids from Gregory Heights and North Hill. The data was used in their presentations.

9. Attorney's Comments and Reports:

Attorney Frimodt reported to the Board on the status of a collection matter involving the property owned by Beverly Thornton which is now subject to a foreclosure action. Frimodt advised the Board that Reverse Mortgage Solutions has agreed to pay off the District's connection charge lien prior to the sale of the property. Frimodt also advised the Board that PACE Engineers is completing its survey work on the access road to the Miller Creek Wastewater Treatment Facility. Attorney Frimodt also reported to the Board on miscellaneous issues discussed at the WASWD Attorneys Group meeting.

10. Commissioner's Comments or Reports:

Commissioner Tracy commented on the RWQC meeting he attended and mentioned that there may be future legislation for home owners to address funding I&I on private property.

11. Executive Session:

At 8:06 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 potential litigation pursuant to RCW 42.30.110(1)(i). The initial estimate of the length of the Executive Session was 20 minutes. The Executive Session concluded at 8:24 p.m.

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

Commissioner's Meetings - July 7th, 2015 @ 6:30 p.m.
July 21st, 2015 @ 6:30 p.m.

13. Adjournment:

The meeting was ended at 8:31 p.m.

Attest:

William Tracy _____ Approve

President and Commissioner _____ Oppose

Suzy Genzale _____ Approve

Vice-President and Commissioner _____ Oppose

Scott Hilsen _____ Approve

Secretary and Commissioner _____ Oppose