



Southwest Suburban Sewer District Commissioner's 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

December 15th, 2015

1. Call to Order:

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

2. Also in Attendance:

Ken Nilsen & Loree Johnson

3. Changes or Additions to the Agenda:

Added written communications from North Highline Fire District, City of Seatac and from Mr. Adem Delilac.

Added Approve 2016 Local 21-S union contract agreement, Approve 2016 non-represented (supervisor) salaries and authorization to enter into a joint agreement with Attorney Phil Talmadge.

Removed Executive Session.

4. Written Communications:

Hall presented a letter from Mr. Bob Edgar requesting that the District remove/top some trees on the Salmon Creek Plant property to preserve his view of Puget Sound. Mr. Edgar indicated in his letter that the District had topped trees for him in the past that were blocking his view. Hall stated that he had no recollection of the District ever doing this, nor did any of the District employees he spoke to. Hall recommended to the Board to wait in making any decision until he has an opportunity to meet with Mr. Edgar and take a look at the trees he is referring to.

Hall presented a letter from Board Chair, Ray Austin of North Highline Fire Department requesting current and future late fee penalties be waived. Mr. Austin stated that payments could be late due to a number of reasons and he would appreciate the District not charging them late fee penalties in the future. After lengthy discussion, the Board directed Hall to contact North Highline Fire Department and inform them the current penalty will be waived, but could not do so for future late fees. In addition, the Board directed Hall to provide information to them on alternative methods of making payments on time such as quick pay, auto pay and paying a month ahead.

Hall presented a letter and copy of Ordinance #15-1021 from the City of SeaTac which repeals Utility Tax. The letter informed the District that the utility taxes applied to electric energy, natural or manufactured gas, solid waste, surface water management, telephone, and cable television businesses within the city.

Hall presented a letter from Adem Delalic requesting late fee penalties be waived from one of his four accounts. Hall stated the Mr. Delalic has already received a late fee removal this past summer for this account. After brief discussion, the Board denied Mr. Delalic's request.

5. Public Comment

No Public Comment.

6. Consent Agenda:

- Approval of the Minutes for the November 17th & 30th, 2015 Board meetings.
- 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 15.1343 through 15.1395 in the total amount of \$129,329.68.
 - Construction voucher numbers 15.0056 through 15.0060 in the total amount of \$31,911.19.
 - Maintenance voucher numbers 15.1396 through 15.1456 in the total amount of \$365,042.93.
 - Construction voucher numbers 15.0061 through 15.0062 in the total amount of \$1,928.00.
 - 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 Hilsen, seconded by Commissioner Genzale and unanimously approved.

7. Business Agenda:

Administered by attorney Eric Frimodt, Suzy Genzale took the Oath of Office for Southwest Suburban Sewer District Commissioner Position #3. Suzy Genzale signed the formal Oath of Office which was notarized by Sandy Goulet as a duly authorized Notary Public.

Commissioner Tracy called for nominations for the position of President. Commissioner Tracy nominated Commissioner Genzale. M/S/P electing Commissioner Genzale as President of the Board. Commissioner Tracy called for nominations for the position of Vice President. Commissioner Tracy nominated Commissioner Hilsen. M/S/P electing Commissioner Hilsen as Vice President of the Board. Commissioner Tracy called for nominations for the position of Secretary. Commissioner Hilsen nominated Commissioner Tracy. M/S/P electing Commissioner Tracy as Secretary of the Board. The Board determined that the term of the new officers would begin effective January 1st, 2016.

Hall requested approval for the 2016 Local 21-S, 3-1/2 year union contract agreement and salary scale for represented employees. After brief discussion, M/S/P unanimously approving the union agreement.

Hall also requested approval for the non-represented employees (supervisors) for the same salary adjustment the represented employees received along with the new longevity incentive. After brief discussion, M/S/P unanimously approving the request.

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

Ken Nilsen updated the Board on PACE Engineer's monthly report on the Lift Station #14 & #15 project and discussions with District staff concerning the broken force main at Station #7.

Attorney Frimodt requested approval for the 2016 Inslee, Best, Doezie & Ryder, P.S. adjusted attorney rates. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Resolution 2015-16, Transfer of Funds from the Maintenance Fund to the Construction Revolving Fund in the amount of \$1,500,000.00. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for the Nordic Construction #4 Pay Request for MCP Digester Cover Replacement project in the amount of \$121,592.87. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval to purchase the FKC screw press ancillary equipment in the amount of \$203,840.00. Hall reminded the Board that the screw press was ordered a couple of months ago. After brief discussion, M/S/P unanimously approving the request.

Hall presented information for the WASWD, January, 2016 Commissioners Workshop announcement.

Hall requested authorization to enter into a joint agreement with Highline Water District and Midway Sewer District in retaining the special services of attorney Phil Talmadge. Mr. Talmadge will represent the Districts against the City of Des Moines plans to implement a utility tax onto District customers within the City of Des Moines. Attorney Frimodt pointed out that there were two agreements for the Board to approve; 1) – Joint Prosecution Agreement, and 2) – Joint Payment Agreement. After brief discussion, M/S/P unanimously approving the request.

Hall presented a final draft of the 2016 District Annual Budget that the Board had reviewed and discussed at a previous Special Board meeting for the Board's approval. After brief discussion,

M/S/P unanimously approving the request.

Hall pointed out that in order to meet the District's financial needs in 2016, the Board will need to adjust the monthly sewer rates from \$29.50 to \$31.50 per month. After brief discussion, M/S/P unanimously approving the request. Hall will prepare a Resolution for the first scheduled Board meeting in January setting the new sewer rates. The new sewer rates will be effective March 1st, 2016.

8. Manager's Comments or Reports:

Hall updated the Board on the following:

- Received documents from Hillis Clark Martin & Peterson, requesting signatures for lost 2005 municipal bonds. After brief discussion, Attorney Frimodt recommended sending the document to Attorney Marc Greenough of Foster Pepper for his review.
- An update on the State Auditors' review. The Auditor has requested to set a date and time for the exit conference. Commissioner Hilsen will represent the Board at the January 7th meeting scheduled for 9:30 a.m.
- Status of the flow study with Seattle Public Utilities. The rainy weather conditions have been ideal for the flow study.
- His meeting with Attorney Phil Talmadge.
- Reminded the Board of the Holiday Employees Appreciation event scheduled for December 16th.

9. Attorney's Comments and Reports:

Attorney Frimodt reported that he has been in communication with the attorney for Brett Fish regarding the access road and issues relating to the Fish Property. Frimodt indicated that he is currently in the process of reviewing some issues raised by Mr. Fish's attorney and he will report on that once he has completed his review. Attorney Frimodt also reported on the status of the Haggens' bankruptcy matter and the fact that Albertsons will be re-acquiring one of the stores in Burien. Finally, Attorney Frimodt reported that he is in the process of reviewing a request from the developer of the Burien Apartments project that has requested changes to the District's standard connection charge agreement, including changes that would eliminate the due on sale provision and would also subordinate the District's debt to other lenders. Frimodt indicated his concern regarding both of these requests. The Board acknowledge the concerns raised by Frimodt. Once he has completed his review, Frimodt will provide a recommendation to the District Manager about this matter and it is possible that the developer may want to discuss this request directly with the Board.

10. Commissioner's Comments or Reports:

No comments or reports.

11. Executive Session:

No Executive Session.

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

January 5th, 2016 @ 6:30 p.m.

January 19th, 2016 @ 6:30 p.m.

February 2nd, 2016 @ 6:30 p.m.

February 16th, 2016 @ 6:30 p.m.

13. Adjournment:

The meeting was ended at 8:15 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