



Southwest Suburban Sewer District Commissioner's Meeting

Dedicated to preserve the purity of your environment."

Commissioners:

Susan Genzale – President
Scott Hilsen – Vice President (*Absent*)
William Tracy – Secretary

General Manager:

Ron Hall

Consulting Attorney:

Eric C. Frimodt

Consulting Engineer:

Craig Chambers

February 16th, 2016

1. Call to Order:

2. Also in Attendance:

No others in attendance.

3. Changes or Additions to the Agenda:

Added to Business Agenda – Hire a Billing & Payroll Technician and approve estimated construction administration services cost for the SWAMP project.

Added Executive Session.

4. Written Communications:

The District received a letter from Mr. A. J. Prasad requesting that his latest late fee be waived. After brief discussion, M/S/P unanimously did not approve the request due to the fact that the District had just waived his late fees in November of 2015.

The District received a letter from the City of Des Moines requesting to meet with the District Manager and Board of Commissioners to discuss issues that should be addressed in a Franchise agreement. After brief discussion, M/S/P unanimously approved sending Manager Hall and Commissioner Hilsen.

5. Public Comment

No Public Comment.

6. Consent Agenda:

- Approval of the Minutes for the February 2nd, 2016 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 16.0186 through 16.0245 in the total amount of \$330,458.83.
 - Construction voucher numbers 16.0011 through 16.0012 in the total amount of \$24,034.83.
 - 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 Tracy, seconded by Commissioner Genzale and unanimously approved.

7. Business Agenda:

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

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

Hall requested authorization to advertise for a Payroll & Billing Administrative Technician. After brief discussion, M/S/P unanimously approving the request.

Hall requested authorization to approve the estimated construction administration services costs for the SWAMP project in the amount, not to exceed \$450,000.00. This will cover contract administration services from Page and Beard; civil, structural and additional contract administration; and all sub-consultant administration. After brief discussion, M/S/P unanimously approving the request.

8. Manager's Comments or Reports:

Hall updated the Board on a meeting he and Commissioner Tracy will be attending at Valley View Sewer District to discuss franchise agreement negotiations with the Cities of SeaTac and Des Moines.

Hall also shared with the Board his gratitude for District employee Ritch Schule for his meticulous judgement on an emergency call-out road failure.

9. Attorney's Comments and Reports:

