



# 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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**October 3<sup>rd</sup>, 2017**

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**1. Call to Order:**

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

**2. Also in Attendance:**

Katy Isaksen, Cameron Ochiltree and Earl Gracey.

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

No changes or additions.

**4. Written Communications:**

No written communications.

**5. Public Comment**

No public comment.

**6. Consent Agenda:**

- Approval of the Minutes for the September 19<sup>th</sup>, 2017 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 17.1040 through 17.11092 in the total amount of \$331,571.11.
- Construction voucher numbers 17.0111 through 17.0114 in the total amount of \$14,024.85.
- 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:**

Hall requested approval on behalf of Mr. Earl Gracey, owner of properties 420 SW 206<sup>th</sup> St and 20613 6<sup>th</sup> Ave. SW to be allowed to hook up to an existing three inch pump system forcemain. Hall stated that approximately 12 years ago, two developers installed pump systems to an area that is not served by sewer service. When the four lines were installed by the developers, the District added an additional line in the event that someone in the future would need sewer service. Mr. Gracey was not able to get authorization from the two other developers and is requesting to hook up to the District's line. After brief discussion, M/S/P unanimously approving the request.

Katy Isaksen presented her 2018 Contract Customer Rates study to the Board of Commissioners for their review and approval. Mrs. Isaksen stated that there will be a required increase for the two contract customers. Valley View Sewer District will require a \$1.90/REU/month increase and Seattle Public Utilities will require a \$2.06/REU/month increase. After brief discussion, M/S/P unanimously approving the request and approved contacting Valley View Sewer District and Seattle Public Utilities to discuss the 2018 contract customer rates.

Craig Chambers reviewed the status of the Salmon Creek Plant Solids Handling engineering design and explained the reason for the current estimated cost of the project. Cameron Ochiltree of BHC Consultants also commented on the status of the project.

Hall requested approval for the 2018 annual renewal with Enduris in the amount of \$157,267.00. After brief discussion, M/S/P unanimously approving the request.

Hall stated the District's needs for a Senior Maintenance Mechanic and requested approval to internally post for the Senior Mechanic position. Hall stated that he and the Maintenance Supervisor, Bill Stephani felt confident that the position could be filled by an internal candidate. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval Pay Application #15 to Pease and Sons for work performed on the SWAMP in the amount of \$764,285.25. After brief discussion, M/S/P unanimously approving the request.

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

Hall reported on the following:

- District newsletter – Inquired on if one of the commissioners would like to write an article for the Newsletter. Commissioner Genzale volunteered to do so.
- Schedule Department reports to the Board:

- Tuesday, November 7<sup>th</sup>, 2017 - Operations & Maintenance Annual Department Report
  - Tuesday, December 5<sup>th</sup>, 2017 - Administration Annual Department Report and 2018 budget review
  - Tuesday, January 2<sup>nd</sup>, 2018 - Development and Emergency Management Annual Department Report
  - Tuesday, February 6<sup>th</sup>, 2018 - Sewer Department Annual Department Report
- Staff is working on the 2018 Budget.
  - Potential buyer for the office building.
  - Staff - 2 employees on light duty.
  - Mesfin Mekonnen and I are meeting with Piper Jaffray next Tuesday to discuss funding the SCP Solids Handling Project.
  - Will be meeting with the new owner of the property adjacent to the SWAMP – Seattle Towing – Will review and explain the Traffic Study and Access & Utility Easement for the properties.
  - Provided the Board with a ballot from WASWD for their vote for the WASWD “Retrospective Committee”.
- Discussed setting up a District Facebook page. Provided status on other Districts Facebook pages and the amount of followers and comment. Hall recommended to not invest the time and effort into setting up and maintaining a Facebook page. After brief discussion, M/S/P unanimously approving the recommendation.
- Hall requested to set up a “Special” Board Meeting to visit the construction site of the new Administration and Maintenance Facility. After brief discussion, M/S/P unanimously approving the “Special” Board Meeting for October 11<sup>th</sup>, 2017 at 11:00 a.m.

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

Attorney Frimodt reported to the Board on his review of a draft ordinance and extension agreement prepared by the City of Normandy Park which provides for a short extension of the current franchise agreement through April 30, 2018. Frimodt noted that the current franchise will expire on October 31, 2017, and the City and the District would like to enter into an extension to give the parties time to negotiate the terms of a new franchise agreement. Frimodt indicated that the draft ordinance and extension agreement were in an acceptable form.

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

Commissioners Tracy, Genzale and Hilsen all commented on their attendance of the WASWD Conference. Commissioner Hilsen also commented on his entrance interview with the State Auditor.

**11. Executive Session:**

At 8:47 p.m. the Board convened an executive session to discuss potential litigation pursuant to RCW 42.30.110(1)(i). It was announced that that executive session would last for 15 minutes. The executive session concluded at 9:00 p.m.

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

Commissioner's Meetings -

October 11<sup>th</sup>, 2017 @ 11:00 a.m. (*Special*)

October 17<sup>th</sup>, 2017 @ 6:30 p.m.

November 7<sup>th</sup>, 2017 @ 6:30 p.m.

November 21<sup>st</sup>, 2017 @ 6:30 p.m.

**13. Adjournment:**

The meeting was ended at 9:07 p.m.

**Attest:**

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**Scott Hilsen**

Approve

President and Commissioner

Oppose

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**Suzy Genzale**

Approve

Vice-President and Commissioner

Oppose

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**William Tracy**

Approve

Secretary and Commissioner

Oppose