



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 (*Absent*)

December 12th, 2017

1. Call to Order:

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

2. Also in Attendance:

Mesfin Mekonnen, Ken Nilsen, Cameron Ochiltree and Marc Greenough.

3. Changes or Additions to the Agenda:

Added the following to the Business Agenda:

- Approve 2018/2019 Sewer Service Rates to meet budgetary requirements.
- Approve BHC amendment to the Salmon Creek Solids Handling Project.
- Approve Pay Application for Pease & Sons for work performed at Administrative and Maintenance Facility.

4. Written Communications:

No Written Communications.

5. Public Comment

No Public Comment.

6. Consent Agenda:

- Approval of the Minutes for the November 21st, 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 17.1274 through 17.1318 in the total amount of \$210,538.58.
 - Construction voucher numbers 17.0135 through 17.0137 in the total amount of \$195,809.42.
 - Approval of the Certification & Satisfaction of Liens
 - Review and Accept King County Investment Report for Previous Month.
 - Review monthly Income Report.
 - Review District Financials.

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

7. **Business Agenda:**

Attorney Marc Greenough of Foster Pepper attended the meeting to discuss Resolution 2017-16, which would finance the Salmon Creek Solids Handling Project. The Sewer Revenue Bond will provide up to \$15,000,000.00 over the next 2 years. After lengthy discussion, M/S/P unanimously approving the resolution.

Commissioner Scott Hilsen took his Oath of Office for District Commissioner Position #1 for an additional six year term. The Oath was administered by Attorney Eric Frimodt.

Cameron Ochiltree updated the Board on BHC Consultants monthly report on the Salmon Creek solids handling design.

Ken Nilsen updated the Board on PACE Engineer's monthly report on Lift Station 14/15 retrofit and the 8th Ave. slope stability project.

Hall requested approval for the 2018 Retrospective Rating Plan Agreement with WASWD. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for the Pace Engineering design proposal for Pump Stations #11, #4 and #18. Hall stated that he had included the total cost of \$607,420.00 into the 2018 and 2019 budgets. After brief discussion, M/S/P unanimously approving the request.

Hall presented all of the 2018 engineering roster submittals. Hall shared that he and District staff are very satisfied with the services provided by both PACE and BHC. In addition, the majority of projects scheduled for 2018 have already been assigned to PACE and BHC. Hall requested to keep both firms on the District's Engineering Roster and to not add any additional firms at this time. After brief discussion, M/S/P unanimously approving the request.

Commissioner Hilsen asked Hall for his recommendation for the appointment of the position of District Engineer for 2018. Hall stated that both Ken Nilsen of PACE and Cameron Ochiltree of BHC are qualified to perform the duties and suggested appointing both engineers rather than just one of them. After brief discussion, M/S/P unanimously approving the recommendation.

Hall requested approval for Resolution 2017-15, accepting Walker Creek Developer Extension as complete. After brief discussion, M/S/P unanimously approving the request.

Hall and District Accounting Supervisor Mesfin Mekonnen requested approval for the 2018 annual budget that was presented and reviewed at the December 7th Special Board meeting. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Resolution 2017-17, increasing the monthly sewer service charges \$2.00 per month, effective March 1, 2018. Changing from a rate of \$32.75 per month to \$34.75 per month. Low-income sewer service rate increase of \$2.00 per month, effective March 1, 2018. Changing from \$15.00 per month to \$17.00 per month. Increase monthly sewer service charges of \$2.00 per month, effective March 1, 2019. Changing from a rate of \$34.75 per month to \$36.75 per month. Low-income sewer service rate increase \$1.50 per month, effective March 1, 2019. Changing from \$17.00 per month to \$18.50 per month. After lengthy discussion, Commissioner Tracy recommended amending the resolution to modify the low-income sewer service rate increase \$1.50 per month, to \$1.00 per month effective March 1, 2019. After additional discussion, Commissioner Hilsen and Tracy voted in favor of the amended Resolution and Commissioner Genzale voted in favor of the standard sewer service increases for 2018 and 2019, but opposed any increase to the low-income sewer service rates.

Cameron Ochiltree requested approval for the BHC amendment to the Salmon Creek Solids Handling Project engineering design of an additional \$250,000.00. Mr. Ochiltree reviewed with the Board all of the changes and additions to the original plans. Hall stated that the additional costs of modifications and changes will reduce the cost of the project by approximately \$800,000.00, with a net savings of \$550,000.00. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Pay Application #17 for Pease & Sons for work performed at Administrative and Maintenance Facility in the amount of \$481,370.45. After brief discussion, M/S/P unanimously approving the request.

8. Manager's Comments or Reports:

Hall discussed his meeting with Bryan Koehmstedt and Holly Inkpen of Water District #49 in reference to the Water District renting the SWSSD office during a remodel of the Water District office. Mr. Koehmstedt and Mrs. Inkpen shared their architect's construction schedule, which indicated that they would need to rent our office from March through October, 2018. Hall shared his concerns with the Board that it would be difficult to sell the building while the District was committed to renting the office through October of 2018. After brief discussion, M/S/P unanimously deciding not to rent to Water District #49 through October, 2018. Hall stated that he will continue communicating with the Water District and see if there are offer options in SWSSD assisting the Water District during their construction.

Hall also shared with the Board new sick leave laws that will require language changes to the Union Contract and the employee performance evaluations. Hall stated that he met with the Union to share the new laws and will keep the Board informed on any updates.

9. Attorney's Comments and Reports:

Attorney Frimodt reported to the Board on the filing of formal comments to the proposed Rule implementing the King County Franchise Ordinance. Frimodt highlighted a few comments and documents that were provided to King County. Frimodt noted that King County will be reviewing all comments and then will finalize the Rule. The Rule will be in effect 30 days after being finalized by King County.

10. Commissioner's Comments or Reports:

Commissioner Genzale commented on her visit to the construction site of the new administrative and maintenance facility and was pleased with the progress of the facility. Commissioner Genzale also stated that she is looking forward to District staff moving into the new facility and how it will improve customer service for many years to come.

11. Executive Session:

No Executive Session.

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

Commissioner's Meetings	-	January 2 nd , 2018 @ 6:30 p.m.
		January 16 th , 2018 @ 6:30 p.m.
		February 6 th , 2018 @ 6:30 p.m.
		February 20 th , 2018 @ 6:30 p.m.

13. Adjournment:

The meeting was ended at 8:27 p.m.

Attest:

Scott Hilsen

___Approve

President and Commissioner

___Oppose

Suzy Genzale

___Approve

Vice-President and Commissioner

___Oppose

William Tracy

___Approve

Secretary and Commissioner

___Oppose