



# Southwest Suburban Sewer District Commissioner's Meeting

*Dedicated to preserve the purity of your environment."*

**Commissioners:**

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

**Consulting Attorney:**

Eric C. Frimodt

**Consulting Engineers:**

Ken Nilsen (*Absent*)  
Cameron Ochiltree (*Absent*)

**General Manager:**

Ron Hall

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**December 4<sup>th</sup>, 2018**

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**1. Call to Order:**

Commissioner Hilsen called the meeting to order at 6:33 p.m.

**2. Also in Attendance:**

No others in attendance.

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

Added discuss new Washington Paid Family & Medical Leave program and also discuss establishing policies & procedures for public usage of the District's facilities.

**4. Written Communications:**

Letter from Ms. Diane Lange Jones, requesting usage of the Board meeting room for rehearsal of her string orchestra.

**5. Public Comment**

No Public Comment.

**6. Consent Agenda:**

- Approval of the Minutes for the November 20<sup>th</sup>, 2018 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 18.1177 through 18.1226 in the total amount of \$214,543.30.
  - Construction voucher numbers 18.0104 through 18.0110 in the total amount of \$593,464.62.
  - 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:**

Hall requested approval for Resolution 2018-12-01, transfer of \$2,000,000.00 from the Maintenance Fund to the Construction Revolving Fund. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Pay Request #2 from Shoreline Construction for work performed on the Beverly Park District Extension in the amount of \$517,152.12. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for the purchase of a 2019 Ford Escape in the amount of \$27,449.05, for usage from the general manager and administrative staff. Hall stated that the District will keep the 2008 Toyota Prius and will use it for general usage by staff. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval to purchase a 2019 Ford F-150 extended cab 4X4 to replace the 2006 Ford Ranger in the inspection Services Department. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval in establishing a duplicate bill fee of \$1.00. Hall stated that when a property owner rents out their property, they quite often inquire about sending the sewer bill to the renter. Current District practice is to only bill the property owner. The District offers to send a duplicate bill to the renter at the service location, but the bill must stay in the property owner's name. The District currently sends out 584 duplicate bills to property renters. Hall's request is to implement a \$1.00 fee to cover the costs of the duplicate bill, postage and staff time. Because the District bills by-monthly, this will only cost the property owner an additional \$6.00 per year if they request the District to send their renter a duplicate bill. Hall stated that if the proposal is approved by the Board, he will prepare a Resolution for the next Board meeting. After brief discussion, M/S/P unanimously approving the request.

Hall requested authorization to attend the AWWA/WEF Utility Management Conference on March 5<sup>th</sup> -8<sup>th</sup>, 2019, in Nashville TN. After brief discussion, M/S/P unanimously approving the request.

Hall presented a memo he had prepared that reviewed the total cost of credit card fees the District has adsorbed since September, 2010. To date, the District has paid approximately \$403,000.00.

Hall stated that staff is looking at a new credit card vendor with lower fees and will get back to the Board as soon as he has additional information.

Hall presented a memo prepared by staff explaining, effective January 1<sup>st</sup>, 2019, the new Washington State Paid Family & Medical Leave program that requires all Washington employers and employees to participate in. Hall stated that the program specifies that the employee is required to pay 63.333% and the employer is required to pay 36.667% of the 0.4% premium of the employee's salary. Employers with less than 50 employees can require the employee to pay 100% of the premium. Hall also stated that the employer (District) can offer to pay 100% of the premiums if they so choose to do so. After lengthy discussion, Hall stated that he will have additional information at the next Board meeting.

The Board reviewed a letter received from Ms. Diane Lange Jones, requesting usage of the Board meeting room for rehearsal of her string orchestra. The Board also reviewed a memo prepared by Hall, outlining all the decisions and requirements the Board and staff will have to accomplish prior to renting out the District's facilities. After lengthy discussion, Hall recommended postponing any further discussion until after the Board has had an opportunity to review all of the information they received and had time to think about what kind of policies they would like implemented. The Board decided to discuss this issue at the next scheduled Commissioners meeting.

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

No Manager comments or reports

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

Attorney Frimodt reported to the Board regarding the article in the Seattle Times on December 2, 2018 regarding the SPU facility assessment report and potential consequences of a large earthquake. Frimodt also reported on the status of the King County Franchise litigation. Frimodt indicated that the Report of Proceedings had recently been filed which means the County's opening appellate brief will be due within 45 days. Frimodt also noted that WASWD had approved of an additional \$4,000 contribution toward legal fees and costs associated with the appeal. Finally, Frimodt reported on the status of two collection matters (Cerjance bankruptcy and J. Bass).

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

No Commissioner comments or reports.

**11. Executive Session:**

An Executive Session was called to order to discuss actual litigation pursuant to RCW 42.30.110(1)(i). The Executive Session began at 8:00 p.m. It was announced that that executive session would last for 10 minutes. At 8:10 p.m., the Executive Session was extended for 10 additional minutes. The Executive Session ended at 8:20 p.m.

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

Commissioner's Meetings -

December 18<sup>th</sup>, 2018 @ 6:30 p.m.  
January 8<sup>th</sup>, 2019 @ 6:30 p.m.

