



# 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

**General Manager:**

Ron Hall

**Consulting Attorney:**

Eric C. Frimodt (*Absent*)

**Consulting Engineers:**

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

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**December 18<sup>th</sup>, 2018**

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**1. Call to Order:**

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

**2. Also in Attendance:**

John Osterberg.

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

No changes or additions to the agenda.

**4. Written Communications:**

No written communication.

**5. Public Comment:**

Mr. John Osterberg stated that he just received a bill for sewer service from the District for his accessory dwelling unit (ADU) on his property. Mr. Osterberg stated that the ADU has been on his property since 1981 and he feels that he should be grandfathered in so that he doesn't have to pay a sewer bill for that unit. Mr. Osterberg requested that he not be back-billed for the past three year and to not be billed for future usage. Commissioners Hilsen and Genzale explained the District's policy with ADU's and that it is District policy to bill for an ADU if they have a separate water or electrical meter. Mr. Osterberg stated that the ADU does have a separate electrical meter. Commissioner Hilsen requested that Mr. Osterberg write a letter to the District, explaining why he feels he should not have to pay the sewer bill. Once the District receives the letter, all three commissioners can review his request.

## **6. Consent Agenda:**

- Approval of the Minutes for the December 6<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 18.1227 through 18.1277 in the total amount of \$333,838.37.
  - Construction voucher number 18.0111 through 18.0114 in the total amount of \$402,851.99.
  - 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 updated the Board on PACE's design for Pump Station #18.

Hall updated the Board on BHC's status of the Salmon Creek Solids Handling project and the Beverly Park District Extension.

Hall requested approval for Resolution 2018-12-02, transfer of funds from the construction revolving fund to the construction fund in the amount of \$2,650,869.65. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Resolution 2018-12-03, increasing the District's monthly street light charge from \$1.00 to \$2.70. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Resolution 2018-12-04, accepting the FLE LLC-Ericson Developer Extension as complete. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for Pay Request #3 for Beverly Park District Extension in the amount of \$366,899.05. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for the purchase of a FKC conveyor VFD control panel in the amount of \$21,050.00. After brief discussion, M/S/P unanimously approving the request.

Hall provided an email from Enduris stating that if the District were to rent out the Board room, the renter would need to provide a certificate of liability and indemnify the District. Commissioner Hilsen then reviewed and made recommendations to the list of items that Hall prepared that need to be addressed prior to renting out the Board room. Hall stated that he will work on researching and creating all of the documents, policies and procedures required prior to renting out the Board Room. Hall informed the Board that it will take 3-4 weeks to complete.

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

Hall updated the Board on the following:

- That he and Commissioner Genzale hosted a meeting with attorneys Eric Frimodt and John Milne of Inslee Best, Highline Water District, Midway Sewer District, WD #49 & #20 and Valley View Sewer District to discuss a potential 6% utility tax imposed by the City of Burien. Hall inquired on the Board's direction on how they want him to respond to the City of Burien.
- IRS is raising the Standard Mileage Rate to \$0.58 per mile, effective January 1<sup>st</sup>, 2019.
- That he had met with the employee union to discuss union negotiations for the contract expiring in 2019.
- Update PACE Surveying and Duncanson Surveying (Strider Construction) for the Sitterley house.
- Status of the Salmon Creek Solids Handling Project and Prospect Construction mobilizing.
- Commissioner Hilsen had inquired on the possibility of accepting Bitcoin payments for sewer service. Hall stated that he was unable to find a third party to process the sewer service payments.
- The District office will be closed next Mon & Tues for Christmas, and Thursday, January 1<sup>st</sup>, for New Years' Day.
- That he will have a draft of the 2019 proposed Budget sent to the Board, the 1<sup>st</sup> week of January.

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

No comments or reports.

**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:**

Commissioner's Meetings -

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

January 22<sup>nd</sup>, 2019 @ 6:30 p.m.

**13. Adjournment:**

The meeting was ended at 8:26 p.m.

**Attest:**

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**William Tracy**  Approve

President and Commissioner  Oppose

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**Scott Hilsen**  Approve

Vice-President and Commissioner  Oppose

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**Suzy Genzale**  Approve

Secretary and Commissioner  Oppose