



# Southwest Suburban Sewer District Commissioner's Meeting

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

**Commissioners:**

William Tracy – President  
Susan Genzale – Vice President  
Scott Hilsen – Secretary

**Consulting Attorney:**

Eric C. Frimodt

**Consulting Engineers:**

Ken Nilsen  
Cameron Ochiltree

**General Manager:**

Ron Hall

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**November 19<sup>th</sup>, 2019**

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**1. Call to Order:**

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

**2. Also in Attendance:**

Nancy Tracy

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

No Changes or Additions.

**4. Written Communications:**

The Board received a letter from Mr. & Mrs. Nguyen, requesting an additional six months release from paying their sewer service bill. The Board of Commissioners previously approved a six month release from their sewer service bill due to a fire that caused extreme damage to their home. Mr. & Mrs. Nguyen have still not been able to move into their home and are requesting additional time. After brief discussion, M/S/P unanimously approving up to six more months.

**5. Public Comment:**

No Public Comment.

**6. Consent Agenda:**

- Approval of the Minutes for the November 5<sup>th</sup>, 2019 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 19.1060 through 19.1104 in the total amount of \$405,112.29.
  - Construction voucher numbers 19.0096 through 19.0097 in the total amount of \$1,495,937.10.
  - Review monthly Income Report.

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

**7. Business Agenda:**

Ken Nilsen updated the Board on PACE's status on providing the District with information on the retrofit of existing lift station #18.

Cameron Ochiltree updated the Board on BHC's status of the Salmon Creek Solids Handling Project.

Hall provided a memo that listed out the engineering firms that submitted their request to be on the District's 2020 Engineering Roster. Hall recommended keeping both PACE Engineers and BHC Consultants on the 2020 Roster, stating that both firms know the District and staff well, and have continued to provide quality engineering services. After brief discussion, M/S/P unanimously approving the request. Commissioner Tracy motioned to have both PACE Engineers and BHC Consultants continue their appointment of Consulting District Engineers. After brief discussion, M/S/P unanimously approving the requests.

Commissioner Tracy called for nominations for the position of President. Commissioner Genzale nominated Commissioner Hilsen. M/S/P electing Commissioner Hilsen as President of the Board. Commissioner Tracy called for nominations for the position of Vice President. Commissioner Hilsen nominated Commissioner Genzale. M/S/P electing Commissioner Genzale as Vice President of the Board. Commissioner Tracy called for nominations for the position of Secretary. Commissioner Hilsen nominated Commissioner Tracy. M/S/P electing Commissioner Tracy as Secretary of the Board. The Board determined that the term of the new officers will begin effective January 1<sup>st</sup>, 2020.

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

Hall shared a District email security presentation that Kris Beutz put together for the Boards Review.

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

Attorney Frimodt reported on the status of the Keith Cerjance collection matter and the impact of the bankruptcy on the District’s collection efforts. Frimodt recommended that given the lack of response by the debtor and the debtor’s attorney to the District’s request to amend the current bankruptcy plan to pay for the outstanding connection charge payments, that Inslee Best be authorized to proceed with formal legal action, including seeking appropriate relief from the bankruptcy court as required. The Board was in agreement that Inslee Best could proceed with formal legal proceedings to collect the outstanding amounts.

Attorney Frimodt also provided the Board with a status report on the Fish collection efforts.

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

Commissioner Hilsen inquired on what version of Sonicwall Firewall the District has. Commissioner Genzale commented on information she had received at the WASWD Section 4 meeting concerning perfluoroalkyl substances, or PFASs. Commissioner Tracy commented on his attendance at a RWQC meeting he had attended.

**11. Executive Session:**

At 7:20 p.m. the Executive Session was called to order to discuss the performance of public employees pursuant to RCW 42.30.110(1)(g). The announced time for length of an Executive Session was 10 minutes. At 7:30 p.m., the Executive Session was extended for an additional 5 minutes. At 7:33 p.m., the Executive Session ended.

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

December 3<sup>rd</sup>, 2019 @ 6:30 p.m.  
December 12<sup>th</sup>, 2019 @ 11:30 a.m. “Special”  
December 19<sup>th</sup>, 2019 @ 6:30 p.m.

**13. Adjournment:**

The meeting was ended at 7:33 p.m.

**Attest:**

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**William Tracy**

\_\_\_Approve

President and Commissioner

\_\_\_Oppose

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**Suzy Genzale**

\_\_\_Approve

Vice-President and Commissioner    \_\_\_ Oppose

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**Scott Hilsen**    \_\_\_ Approve

Secretary and Commissioner    \_\_\_ Oppose