



# 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

**Consulting Attorney:**

Eric C. Frimodt (*via phone*)

**Consulting Engineers:**

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

**General Manager:**

Ron Hall

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**March 17<sup>th</sup>, 2020**

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**1. Call to Order:**

6: 30 p.m.

**2. Also in Attendance:**

No others in attendance.

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

Added - Request authorization to commence a collection lawsuit on two delinquent accounts and approve Resolution 2020-03-02 declaring an emergency relating to the COVID-19 Virus to the Business Agenda.

**4. Written Communications:**

No Written Communications.

**5. Public Comment:**

No Public Comment.

**6. Consent Agenda:**

- Approval of the Minutes for the March 2<sup>nd</sup> & March 3<sup>rd</sup>, 2020 Board meetings.
- 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 20.0263 through 20.0325 in the total amount of \$509,941.75.
- Construction voucher number 20.0020 through 20.0021 in the total amount of \$17,330.42.
- 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 updated the Board on PACE's status on providing the District with information on the retrofit of existing lift stations #18, #11 & #4.

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

Hall requested approval to financially support the 2020 Consulting Services for WASWD Section IV. These funds will help support continued staffing assistance to the King County Regional Water Quality Committee and the Metropolitan Water Pollution Control Abatement Advisory Committee. After brief discussion, M/S/P unanimously approving to contribute \$2,500.00.

Hall requested approval of Resolution 2020-03-01 – to purchase a used FKC - rotating screen thickener screen, waiving competitive bidding requirements due to special facilities or market conditions and/or a single source of supply. After brief discussion, M/S/P unanimously approving the requests.

Hall presented a request from Mr. Calyn Hostetler requesting the District to forgive his sewer service charges until his fire damaged home is repaired. Hall stated that the District policy is six months forgiveness, then the District Inspectors will check on the status of the home to see if an extension is necessary. After brief discussion, M/S/P unanimously approving the requests.

Hall requested approval for Salmon Creek Solids Handling Project Change Order #021 in the amount of 19,088.00. After brief discussion, M/S/P unanimously approving the requests.

Hall presented the District's coronavirus COVID-19, Continuity of Operations Plan (COOP) and explained the purpose and content of the plan. Hall also stated that all staff have read through and COOP and have received training from their direct supervisors.

Attorney Frimodt advised the Board regarding two delinquent accounts that had been sent to his office by the District for collection relating to the Centurion Apartments and the Casa Mia Apartments. Due to the large delinquent balances on these two accounts, Frimodt requested authorization from the Board to commence a foreclosure action on both of these accounts. After brief discussion, M/S/P unanimously authorizing District legal counsel to commence a foreclosure action on these accounts.

Attorney Frimodt discussed with the Board issues relating to the COVID-19 virus and the declarations of emergencies that had been declared at the federal, state and local level. A general discussion followed regarding the emergency declarations issued by federal, state and local agencies, and the policies that the District has implemented or is considering implementing, relating

to the COVID-19 situation. Frimodt discussed with the Board the purpose and intent of proposed Resolution 2020-03-02. After discussion, M/S/P unanimously approving Resolution 2020-03-02.

In addition to the already stringent COVID-19 safety policies that have been implemented and followed by staff for the past couple weeks, Hall requested to help minimize the chance of spreading the COVID-19 virus amongst District staff, he would like to separate the District employees into two separate work groups that will have separate shifts from each other. In addition, work groups will have no contact with any other District work group. Hall stated that this is temporary and once the COVID-19 virus dangers subside, District staff will go back to normal operations. After lengthy discussion, M/S/P unanimously approving the requests.

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

Hall updated the Board of Commissioners on the steps the District has taken in providing a safe work environment for staff in addressing the COVID-19 virus. Hall also stated that he made the decision to close the administration building customer service lobby to customers and contractors until further notice, but that customers and contractors can still make appointments for customer service. The purpose of closing the lobby is to help protect staff and customers. In addition, staff has ordered enough cleaning supplies, personal protective equipment, consumables and has confirmed that we have proper critical parts inventory.

**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:**

April 7<sup>th</sup>, 2020 @ 6:30 p.m.

April 21<sup>st</sup>, 2020 @ 6:30 p.m.

**13. Adjournment:**

The meeting was ended at 7:56 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

\_\_\_\_\_

**William Tracy**

\_\_\_Approve

Secretary and Commissioner

\_\_\_Oppose