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Southwest Suburban Sewer District Commissioner's Meeting

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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 Engineers:

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

December 1st, 2020

1. **Call to Order:**

6: 30 p.m.

Due to the COVID-19 virus epidemic the Board of Commissioner meeting was held via teleconference only.

2. **Also in Attendance:**

No others in attendance.

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

No Changes or Additions.

4. **Written Communications:**

No Written Communications.

5. **Public Comment:**

No Public Comment.

6. **Consent Agenda:**

- Approval of the Minutes for the November 10th, & 17th, 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

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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 20.1122 through 20.1176 in the total amount of \$163,889.26.
- Construction voucher number 20.0054 through 20.0055 in the total amount of \$54,108.50.
- 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 requested continued 2021 District membership with the Washington Association of Sewer & Water Districts in the amount of \$19,673.12. After brief discussion, M/S/P unanimously approving the request.

Hall requested Board approval for the BlackPoint -IT Managed Solutions Proposal. This proposal will supplement the security the District has in place with advanced security services and will provide additional support and resources anytime we need additional support. Commissioner Hilsen stated that he received a presentation from BlackPoint-IT on the proposal and recommended accepting their proposal for services. After brief discussion, M/S/P unanimously approving the request.

Commissioner Hilsen called for nominations for the position of President. Commissioner Hilsen nominated Commissioner Genzale. M/S/P electing Commissioner Genzale as President of the Board. Commissioner Hilsen called for nominations for the position of Vice President. Commissioner Hilsen nominated Commissioner Tracy. M/S/P electing Commissioner Tracy as Vice President of the Board. Commissioner Hilsen called for nominations for the position of Secretary. Commissioner Tracy nominated Commissioner Hilsen. M/S/P electing Commissioner Hilsen as Secretary of the Board. The Board determined that the term of the new officers will begin effective January 1st, 2021.

Hall proposed a modification in the manner that the District bills the commercial accounts for sewer service. Historically, the District contacts the six water suppliers that serve the businesses within the District and gathers the commercial account's total water consumption from the previous year and divides it into 12 equal monthly bills. District staff has been in contact with the six water suppliers and all of them are now able to provide the District with bi-monthly water consumption, so that the District is now able to bill the commercial accounts (in the arrears for the previous two months) in the same manner as the residential accounts. Hall requested approval to present a Resolution outlining the commercial billing modifications at the next Board meeting. After brief discussion, M/S/P unanimously approving the requests.

Hall requested approval for Pay Estimate #24 for work performed by Prospect Construction for the Salmon Creek Solids Handling Project in the amount of \$31,949.50. After brief discussion, M/S/P

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unanimously approving the requests.

8. Manager’s Comments or Reports:

Hall reminded the Board that Resolution 2020-04-01, adopting temporary billing and collection policies relating to the COVID-19 pandemic, expires at the end of December. Hall inquired from the Board on if they wished to extend the late fee forgiveness. After brief discussion, the Board directed Hall for the next scheduled Board meeting to update Resolution 2020-04-01, to extend the temporary billing and collection policy through the end of April, 2021.

9. Attorney’s Comments and Reports:

Attorney Frimodt provided an update on the recent meeting with the water-sewer districts serving customers within Burien to discuss Burien’s imposition of an 8% utility tax, and issues relating to the calculation of the amount of the utility tax. A general discussion followed. Frimodt also reported on the status of the settlement relating to the Pasco Landfill litigation. Frimodt advised the Board that the General Manager had signed the final settlement documents and the documents were returned to the environmental attorney representing the District. That matter should be resolved in the near future.

10. Commissioner’s Comments or Reports:

No Commissioner Comments or Reports.

11. Executive Session:

No Executive Session.

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

December, 9th, 2020 @ 6:30 p.m. “Special”
December, 15th, 2020 @ 6:30 p.m.

13. Adjournment:

The meeting was ended at 7:09 p.m.

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Attest:

Scott Hilsen

___ Approve

President and Commissioner

___ Oppose
