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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

Consulting Attorney:

Eric C. Frimodt

Consulting Engineers:

Ken Nilsen
Cameron Ochiltree

General Manager:

Ron Hall

December 15th, 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:

Bill Stephani.

3. Changes or Additions to the Agenda:

Added requesting approval for required fire alarm system installation at the Salmon Creek Plant 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 December 1st & 9th, 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 20.1177 through 20.1247 in the total amount of \$555,617.98.
- Construction voucher number 20.0056 through 20.0057 in the total amount of \$43,397.00.
- 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:**

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

Ken Nilsen updated the Board on PACE's status on providing the District with information on the retrofit of existing lift stations #18, #11 & #4.

Hall requested approval for Resolution 2020-12-01, revising the methodology for commercial rates and charges, establishing a policy related to utility taxes imposed by cities, and amending previous rate resolutions. Hall stated that Resolution 2020-12-01 describes the changes to billing commercial accounts, two months in the arrears, rather than an average usage from the previous year. The increase to commercial accounts from \$4.00 to \$5.00 for water consumption per 100 cubic feet above 750 cubic feet of water consumption, and noting that Cities may elect to impose a utility tax on the District for the sewer service within the boundaries of the city imposing the tax. After brief discussion, M/S/P unanimously approving the requests.

Hall presented a memo prepared by Mesfin Mekonnen, Accounting and Administration Supervisor, explaining the methodology of both Resolutions 2020-12-02 and Resolution 2020-12-03 for the Boards review.

Hall requested approval for Resolution 2020-12-02, authorizing the transfer of funds from the Maintenance Fund, Account # 11-555-0010 to the Bond Fund, Account # 11-555-8040 in the amount of \$1,953,560.00. After brief discussion, M/S/P unanimously approving the requests.

Hall requested approval for Resolution 2020-12-03, authorizing the transfer of funds from the Maintenance Fund, Account # 11-555-0010 to the Construction Revolving Fund, Account # 11-555-3020 in the amount of \$2,336,522.00. After brief discussion, M/S/P unanimously approving the requests.

Hall requested approval for Resolution 2020-12-04, approving the appointment of Ronald Hall as the District Auditing Officer, and Mesfin Mekonnen as the alternate District Auditing Officer. After brief discussion, M/S/P unanimously approving the requests.

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Hall requested approval for Resolution 2020-12-05, approving the District Auditing Officer and alternate District Auditing Officer to approve & submit vouchers to King County prior to Board of Commissioner approval. After brief discussion, M/S/P unanimously approving the requests.

Hall requested approval of the 2021 Annual District Budget. After brief discussion, M/S/P unanimously approving the requests.

Hall presented a Purchase Authorization Request from Bill Stephani, Maintenance Supervisor, requesting approval to purchase a variety of repair and replacement parts and equipment for pump stations and treatment plants that were listed in the 2020 District Budget, in the amount of \$56,765.00, plus WSST. After brief discussion, M/S/P unanimously approving the requests.

Hall presented a Purchase Authorization Request from Bill Stephani, Maintenance Supervisor, requesting approval for the Fire Department required fire alarm system installation at the Salmon Creek Plant in the amount \$17,435.83. After brief discussion, M/S/P unanimously approving the requests.

8. Manager's Comments or Reports:

Hall stated that he had just received the Outstanding Wastewater Treatment Plant Award plaques for both the Miller Creek Wastewater Treatment Plant and the Salmon Creek Wastewater Treatment Plant from the Department of Ecology. Hall stated that these awards are only given to wastewater treatment plants that are 100% compliant, with no violations. Hall commended and thanked Tim Berge, Operations Supervisor, Bill Stephani, Maintenance Supervisor and their teams for doing an exceptional job in operating and maintaining the treatment plants. Commissioners Scott Hilsen, Suzy Genzale and Bill Tracy all shared gratitude and compliments to all of the treatment plants staff.

9. Attorney's Comments and Reports:

Attorney Frimodt reported on the status of the partition action appeal filed by Brett Fish. Frimodt reported that the briefing has all been filed with the Court of Appeals and we are currently just waiting to be notified of the date for the oral argument. Frimodt indicated that he is anticipating the case will be heard during the first quarter of 2021. Frimodt also reported on a new collection matter where a property was sold and the District's connection charge was not paid as part of the closing. Frimodt indicated that the District's connection charge agreement was properly recorded and was identified on the title report. Therefore, the new owner and the closing agent should have been aware of the obligation. Frimodt reminded the Board that the District's connection charge agreement includes a term requiring that payment be made in full upon a sale of the property. The amount at issue in this case is approximately \$18,000. Frimodt indicated that his office will be working with the new owner to secure payment of the outstanding payment obligation. The new owner may have a claim against the title company or closing agent. Frimodt indicated that he would provide further details on this matter in the future. At the General Manager's request, Attorney Frimodt also provided a report relating to the efforts of the seven water-sewer districts serving within the City of Burien to implement the new 8% utility tax imposed by the City of

