



# Southwest Suburban Sewer District Commissioner's Meeting

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

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**Commissioners:**

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

**Consulting Attorney:**

Eric C. Frimodt

**Consulting Engineers:**

Ken Nilsen  
Cameron Ochiltree

**General Manager:**

Ron Hall

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**September 21<sup>st</sup>, 2021**

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**1. Call to Order:**

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

**2. Also in Attendance:**

Katy Isaksen and Scott DeLibero.

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

Added discussion memo on recommended District COVID policies 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 September 7<sup>th</sup>, 2021 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 21.0885 through 21.0937 in the total amount of \$450,149.64.#
- Construction voucher number 21.0025 in the total amount of \$2,229.64.
- Review monthly Income Report.

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

## **7. Business Agenda:**

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

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 to purchase a new Case 580SN Backhoe machine with accessories in the amount of \$144,084.38. After brief discussion, M/S/P unanimously approving the request.

Katy Isaksen presented and reviewed her 2022 Contract Customer Rate calculations for City of Seattle and Valley View Sewer District. After lengthy discussion, M/S/P unanimously approving the recommended contract customer rate adjustments.

Hall presented a memo to the Board with recommendations to modify current COVID-19 pandemic policies.

- Effective July 1st, 2021, all District employees will have a limit of 80 hours of pay code 24(EMH). Any hours used beyond the maximum 80 for COVID-19, the employee will be required to use accrued sick leave, comp time and/or vacation.
- All non-vaccinated District employees are required to have a pre-shift temperature checks. If an employee has an above normal temperature, they must immediately leave work and get tested for COVID-19. The employee is not allowed to return to work until they have received a negative test result. The employee may use their accrued pay code 24(EMH), but beyond the 80 hour maximum, the employee must use accrued sick leave, comp time and/or vacation.
- All new District hires are required to be fully vaccinated prior to employment.
- To attend a work related conference, the employee must be fully vaccinated.

After lengthy discussion, M/S/P unanimously approving the request with slight modifications. The policies are temporary for one year only and new hires may not have to be vaccinated, depending on which department they are hired for.

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

Hall informed the Board that Mr. & Mrs. Stegman had just purchased a property in Normandy Park that had an established Accessory Dwelling Unit (ADU) constructed by the previous owner. In addition to not paying the monthly sewer service bill, the previous owner never registered it with the City, nor did they register it with the District and pay the required General Facility Charge of \$2,410.00. After lengthy discussion, the Board directed Hall to bill the Stegman's the GFC and sewer service back to the purchase date. The Board also directed Hall and Fremodt to work with

