



# Southwest Suburban Sewer District Commissioner's Meeting

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

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**Commissioners:**

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

**Consulting Attorney:**

Eric C. Frimodt

**Consulting Engineers:**

Ken Nilsen - *Absent*  
Cameron Ochiltree - *Absent*

**General Manager:**

Ron Hall

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## February 7<sup>th</sup>, 2023

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1. **Call to Order:**

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

2. **Also in Attendance:**

No others in attendance.

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

Added request approval for the Financial Software upgrade Change Order to the Business Agenda.

4. **Written Communications:**

No written communication.

5. **Public Comment:**

No public comment.

6. **Consent Agenda:**

- Approval of the Minutes for the January 17<sup>th</sup>, 2023, 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 23.0095 through 23.0157 in the total amount of \$278,657.24.
- Review monthly Income Report.

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

## 7. **Business Agenda:**

Hall requested approval for Resolution 2023-02-01, amending the District's Employee Recognition Program. After brief discussion, M/S/P unanimously approving the request.

Hall stated that the District had applied for grant arreages funds from the Washington State Department of Commerce to provide funding for public utilities to assist customers affected by the Covid-19 pandemic. The District received a total of \$102,370.56 in funding and that the accounting department calculated that all accounts owing between \$100 - \$300, will have their outstanding charges paid in full, and all accounts with a balance exceeding \$300 will receive \$300 towards their outstanding balance. After lengthy discussion, M/S/P unanimously approving the disbursement.

Hall requested amending Resolution 2016-16, District Policy regarding the purchase authority of District Employees. After brief discussion, M/S/P unanimously approving the adjustment for purchase vouchers for the General Manager from \$12,500 to \$20,000, and for Annual Budgeted items already Board approved adjusted from \$20,000 to \$30,000. In addition, Department Heads shall have the authority for purchases increased from \$2,500 to \$5,000. Hall will prepare an updated Resolution for the next Board meeting.

Hall requested approval for the purchase of replacement dewatering well pump at Salmon Creek WWTP at an estimated cost of \$12,560, plus WSST. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval of reallocation of budgeted funds for Pump Station #8. Staff was able to reallocate the Salmon Creek WWTP in-plant pumps and are requesting to use the budgeted \$40,000 to rebuild the valve arrangement and replenish the spares inventory for Pump Station #8. After brief discussion, M/S/P unanimously approving the request.

Hall requested approval for the Financial Software Upgrade Change Order in the amount of \$26,929.80. After brief discussion, M/S/P unanimously approving the request.

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

Hall stated that he has reached out to both the Normandy Park City Manager and the Burien City Manager to inquire on if there is any interest in negotiating a franchise agreement between the Cities and the District. Hall has scheduled an employee appreciation event on March 3<sup>rd</sup>. Hall also stated that he will not be able to attend the next scheduled Board meeting.

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

Attorney Frimodt reported on the status of the King County franchise and rent negotiations. Frimodt advised the Board that King County had recently hired a new employee to take the lead on franchise negotiations. Based on communications with King County, at this time King County is not able to provide a timeline on when it will begin negotiations with the District. A general discussion followed.

Frimodt also reported that the District had received a proposal from PACE regarding the boundary line adjustment process associated with consolidating the access road to the Miller Creek Plant that the District received in the Partition Action so it becomes a part of the District's property. This is done through the boundary line adjustment process and it is something that the District will need to do. Frimodt reported that PACE provided a proposal for services with an estimated budget of \$10,200. The District will be reviewing the budget and discussing the scope of work with PACE.

Frimodt advised the Board that he wanted to follow up on the issue discussed at the last Board meeting relating to the City of Camas and the adoption of a utility tax that was subject to a referendum by the voters. Frimodt advised the Board that he had reviewed this issue. MRSC had information on its website which indicated that cities that adopt utility taxes may be required to include a referendum process in the adopting ordinance so that its citizens are aware that the City's adoption of the utility tax could be subject to a referendum effort. Frimodt reported that the Camas Ordinance includes a specific referendum provision. Frimodt indicated that the referendum process has to be done quickly and it can be difficult to accomplish.

Finally, Frimodt reported that he received notice from the Court of Appeals today that the appeal filed by the Department of Ecology in the Puget Sound Nutrient General Permit matter was being transferred from Division 2 (Tacoma) to Division 3 (Spokane) due to caseloads. A number of other cases were also being transferred to Division 3. The notice from the Court of Appeals indicated that the transfer would allow the matters to be heard on an expedited basis. A general discussion followed.

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

Commissioners Hilsen and Genzale both commented on their attendance of the January 28<sup>th</sup>, Commissioners Workshop.

Commissioner Hilsen inquired on the status of the 5<sup>th</sup> Ave. South sewer availability request. Hall stated that staff had found an error in the formula sheet and the actual cost is substantially less than initially quoted. Hall stated that he would like to have staff double check the formulas again prior to notifying the residents.

