



# Southwest Suburban Sewer District Commissioner's Meeting

*Dedicated to preserve the purity of your environment.*

**Commissioners:**

Dick Swaab – President  
Susan Genzale – Vice President  
Scott Hilsen – Secretary

**General Manager:**

Bill Stephani

**Consulting Attorney:**

Eric C. Frimodt

**Consulting Engineers:**

Cameron Ochiltree  
Ken Nilsen

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**January 20<sup>th</sup>, 2026**

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**1. Call to Order:**

Commissioner Swaab called the meeting to order at 10:00 a.m.

**2. Also in Attendance:**

Kitty Carter – District Project Coordinator

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

None

**4. Written Communications:**

None

**5. Public Comment:**

No public in attendance.

**6. Consent Agenda:**

- Approval of the Minutes for January 6<sup>th</sup>, 2026, 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 26.0047 through 26.0103 in the total amount of \$721,732.79.

- Construction voucher number 26.0003 through 26.0003 in the total amount of \$606,494.43.
- Review monthly Income Report.

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

## 7. Business Agenda:

(a) - Cameron Ochiltree updated the Board on BHC's status related to the following projects:

**Miller Creek Electrical Upgrade:** Work is continuing, focusing on electrical equipment installation and mechanical piping associated with the new boiler system. BHC and District staff are reviewing potential change orders submitted by the contractor. Work is scheduled to be substantially complete by early 2027.

**5<sup>th</sup> Avenue District Extension:** Final drawings are expected once the final side sewer location is coordinated with the property owner.

Ken Nilsen updated the Board on PACE's status related to the following projects:

**Fish Property BLA:** PACE has completed the revisions to the BLA and will submit to the City of Normandy Park once a new title report has been received.

**PACE:** Ken Nilsen announced PACE has partnered with Verdantas, a technical consulting firm working in the environmental, water and energy markets.

(b) – The Board reviewed a temporary service request from Kay Haaland of 16804 Sylvester Road in Burien. District staff have evaluated all feasible options and determined a permanent gravity connection is not available. The property will be served by an E-One grinder pump system. After a brief discussion, the Board M/S/P unanimously approving the request.

(c) – The Board was presented Resolution 2026-01-01, Closeout of La Sierra Developer Extension #243. This project involved the construction of thirty-two residential homes located at 4<sup>th</sup> SW and SW 124<sup>th</sup> Street. After a brief discussion, the Board M/S/P unanimously approving the resolution.

(d) - The Board was presented Resolution 2026-01-02, Closeout of Salmon Creek Townhomes Developer Extension #201. This project involved the construction of fourteen townhomes located at 14<sup>th</sup> SW and SW 112<sup>th</sup> Street. After a brief discussion, the Board M/S/P unanimously approving the resolution.

e) – The Board was presented Resolution 2026-01-03, Waiving Competitive Bidding Requirements to Pre-Purchase Pumps for Lift Station #11. After a brief discussion, the Board M/S/P unanimously approving the request.

## 8. Management Team Comments or Reports:

Stephani presented a memo to the Board with up-to-date costs associated with repairing the damaged mainline at 12225 Shorewood Drive SW. Stephani will pass this information on to Attorney

Frimodt for discussion at a future meeting.

Stephani informed the Board that due to current staffing levels in the Administration/Customer Service, he recommended the hours of operation at the Main Office to be modified to serve District customers more efficiently. Beginning February 2<sup>nd</sup> the office hours will be:

Monday – Thursday: 7:30 AM to 4:30 PM

Friday: Closed to walk-in customers. Staff will be available to answer phone calls for customer service and billing questions.

These new hours will be advertised and communicated to our customers in several ways. Staff will closely monitor any issues that arise and document any concerns from District ratepayers. Stephani will provide the Board with regular updates

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

Attorney Frimodt provided a report on the status of the negotiations with SPU regarding a wastewater treatment contract. Frimodt advised the Board that SPU had just recently provided comments on the draft contract which he and District staff still need to review and discuss. The next negotiation meeting with SPU is scheduled for next week. Frimodt indicated that District staff will bring this issue back to the Board for a more detailed discussion sometime after our next meeting with SPU. Attorney Frimodt also commented on a new bill that was recently introduced at the Legislature to authorize counties to impose a utility tax of up to 3% on water and sewer services. A general discussion ensued.

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

Commissioner Swaab requested a tour of Miller Creek Plant. Stephani suggested having Operations Supervisor Brett Wittman and Maintenance Supervisor Kyle Johnson attend the February 3<sup>rd</sup> Board meeting to give an update on construction progress and discuss a tour of the plant.

Commissioner Genzale reported she is unable to attend the Commissioner Workshop on January 31<sup>st</sup>.

**11. Executive Session:**

At 11:07 a.m. President Swaab announced that the Board would be moving into Executive Session. Attorney Frimodt announced the purpose of the Executive Session was to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g). Frimodt stated the executive session would end at 11:20 a.m. All three Board members, Attorney Frimodt and General Manager Stephani participated in the discussion. The Executive Session ended at 11:20 a.m.

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

February 3<sup>rd</sup>, 2026 @ 10:00 a.m.

February 17<sup>th</sup>, 2026 @ 10:00 a.m.

March 3<sup>rd</sup>, 2026 @ 10:00 a.m.

March 17<sup>th</sup>, 2026 @ 10:00 a.m.

