



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

February 3rd, 2026

1. Call to Order:

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

2. Also in Attendance:

District Staff:

Tim Berge – Regulatory/Compliance Specialist
Brett Wittman – Operations Supervisor
Kyle Johnson – Maintenance Supervisor

3. Changes or Additions to the Agenda:

Added items (d) and (e) to the Business Agenda
Added Executive Session

4. Written Communications:

Letter to the Board of Commissioners from Shana Hoskins

5. Public Comment:

No public was present.

6. Consent Agenda:

- Approval of the Minutes for January 20th, 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 26.0104 through 26.0139 in the total amount of \$244,905.43
- Construction voucher number 26.0004 through 26.0006 in the total amount of \$31,146.82.

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

7. Business Agenda:

a. The Board was presented Resolution 2026-02-01, recommending acceptance and closeout of Developer Extension #225 – American Dream Realty. All improvements were completed and in compliance with District standards. After a brief discussion, the Board M/S/P and unanimously approved accepting the resolution.

b. The Board was presented Resolution 2026-02-02, requesting authorization to enter into an Agreement for the Tilikum Townhomes Project Developer Extension #254. This project will potentially develop sixteen (16) townhome units across three buildings in Burien. After a brief discussion, the Board M/S/P and unanimously approved the request.

c. The Board was presented Resolution 2026-02-03 requesting authorization to enter into an Agreement for the Hunter, et al Developer Extension #259. This is an owner-led project to obtain sewer service for five (5) existing homes located in the Three Tree Point area of Burien. After a brief discussion, the Board M/S/P and unanimously approved the request.

d. The Board was presented Resolution 2026-02-04, requesting authorization to waive competitive bidding requirements to pre-purchase pumps for the Lift Station #4 Retrofit Project. After some brief discussion, the Board M/S/P and unanimously approved the request.

e. The Board reviewed a memorandum requesting approval to purchase pumps and related accessories for the Lift Station #4 Retrofit Project for \$153,068.83 (including WSST). After a brief discussion, the Board M/S/P and unanimously approved the request.

f. The Board reviewed a memorandum requesting approval of Pay Application #12, in the amount of \$447,869.11 (including WSST), from McClure and Sons Inc. for the Miller Creek Plant Electrical Upgrade.

g. The Board reviewed a letter from Ms. Shana Hoskins, requesting relief from General Facility and permit charges totaling \$4,334.00. Ms. Hoskins owned the property, located at 405 SW 139th Street in Burien, since 2003. A previous owner had converted the detached garage into an apartment. Ms. Hoskins stated in her letter that the garage apartment was occupied by a tenant at the time she purchased the property.

Ms. Hoskins recently sold the property, and at the time of sale District staff discovered the garage had been connected to sewer. This constitutes a change in use of the property and increases the demand on the District's system. Per resolution 2022-06-01, the District is authorized to seek a General Facilities Charge and permit fee for the additional connection to the District's sewer system. After a lengthy discussion, the Board denied the request for relief and directed the General Manager to draft a letter to Ms. Hoskins informing her of their decision.

8. Management Team Comments or Reports:

Supervisors Wittman and Johnson updated the Board on construction progress of the Miller Creek Plant Electrical Upgrade. They shared before and after pictures of various improvements made to the treatment plant. The Board thanked both Wittman and Johnson and requested scheduling a Special Meeting to tour the site. The General Manager said he would have some dates for the Board to consider at the February 17th Board meeting.

9. Attorney's Comments and Reports:

10. Commissioner's Comments or Reports:

Commissioner Swaab commented on the Commissioner Workshop held on January 31st, and the one-on-one meeting with the General Manager.

Commissioner Hilsen commented on the Commissioner Workshop and his interest in attending a tour of Miller Creek Plant.

11. Executive Session:

At 11:20 am, Commissioner 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). At 11:25 am Commissioner Swaab announced he would be extending the Executive Session and additional five minutes. The Executive Session ended at 11:30 am, no action was taken.

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

March 3rd, 2026 @ 10:00 a.m.
March 17th, 2026 @ 10:00 a.m.
April 7th, 2026 @ 10:00 a.m.
April 21st, 2026 @ 10:00 a.m.

13. Adjournment:

The meeting ended at 11:32 a.m.

