

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
DECEMBER 10, 2008**

Commissioners Hendrickson, Landon and Koester were present. Also present: Ms. Boyd, Mr. Schilz, Ms. Beaman, Mr. Hutley, Mr. Griffith, Mr. Grodt, Mr. Snure, Mrs. Ford, and Mr. Kase.

The meeting was called to order by the President at 9:02 a.m.

The agenda for today's meeting was approved without modification.

M/S/C approving the minutes of the Meeting of November 26, 2008.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0281018 through #0281068 in the amount of \$135,261.58, including special vouchers #0281018 through #0281027 and 0281066 through #0281068 in the amount of \$32,469.82.

Capital Improvement vouchers #0282059 through #0282060 in the amount of \$20,637.71.

2007 PWTF PreCon vouchers #0284013 through #0284014 in the amount of \$47,186.20.

Board approval of payment of \$28,122.13 for 23 employees for direct deposit of the December draw.

Board approval of payment of \$58,151.29 for 27 employees for direct deposit of December payroll.

**PRESENTATION OF THE DRAFT 2008 COMPREHENSIVE SEWER SYSTEM PLAN:**

Ms. Boyd provided a power point presentation summarizing the draft 2008 Comprehensive Sewer System Plan. She described the planning process, approval and adoption process, the goals and objectives, the basic planning data, including population, employment, and projected flows. She described the collection system and that a major decision had been made to create a user friendly spreadsheet model in lieu of a hydra graphics model to allow for District staff to use the model in the future to help with collection system predictions. She distributed a capital facilities plan that identified 48.5 million dollars in anticipated projects. 12.9 million dollars have been identified as District financed projects in the upcoming six year period. She mentioned that the list will need to be prioritized annually to adjust to changing conditions. She mentioned that if the Board authorizes it, she will pursue plan approval by the affected agencies and also initiate the SEPA process and hearing.

M/S/C approving Resolution 2008-19, which provides for the Board's approval of the 2008 Comprehensive Sewer Plan, subject to the approval of the other agencies and setting the date of Jan. 28, 2009, at 4:00 pm, as the date for a SEPA public hearing.

**ADDITIONS:**

M/S/C approving additions to accounts receivable as presented.

**ADJUSTMENTS:**

M/S/C approving adjustments to accounts receivable as presented.

**HISTORICAL COSTS FOR INSTALLING SEWERS FOR THE DISTRICT AND SETTING CONNECTION CHARGES FOR 2009 / RESOLUTION 2008-16:**

The Manager presented Resolution 2008-16 to the Board for their review. This resolution establishes connection charges for 2009 and also updates the historical costs for installing sewers.

M/S/C approving Resolution 2008-16 as presented.

**AMENDMENT TO THE POLICY FOR THE PURCHASING OF MATERIALS, SUPPLIES AND EQUIPMENT / RESOLUTION 2008-17:**

The Manager said that the District policy governing purchasing spending limits established in 2001 has not changed although the cost of many items has increased. He suggested that the spending limits subject to the discretion of management without Board over site be increased. He presented Resolution 2008-17 to the Board for their perusal.

M/S/C approving Resolution 2008-17 as presented.

**COMPLETION OF SCOPE OF WORK FOR THE 2007 PRECONSTRUCTION LOAN / RESOLUTION 2008-18:**

The Manager reported that the scope of work identified in the 2007 Preconstruction loan agreement with the Washington State Public Works Board has been completed. The close-out date for this loan was December 4, 2008. On that date a close-out report was filed electronically with the Department of Community, Trade and Economic Development by the Manager. He presented Resolution 2008-18 to the Board for their review which is a formal declaration of the completion of the scope of work.

M/S/C approving Resolution 2008-18 as presented.

**KEN KASE'S MANAGER REPORT:**

The Manager distributed his written report on his recent activities.

**CORDELIA FORD'S OFFICE MANAGER REPORT:**

The Office Manager reported the following:

1. The new janitors have started cleaning the District Office. They seem to be doing a good job.
2. Safety Awards – the Office Manager has talked to an award company and will be selecting several items for the employees to choose from for the safety award. The employees will be able to select their safety award as part of the employee meeting on December 19, 2008.

3. The District office has been receiving many calls regarding the policy change on no longer billing unconnected properties. The Side Sewer Department has been fielding those calls, and we have had 2 properties dye-checked and will be removed from billing. In those cases, we adjust off the current charges, and a letter is written stating that they are not connected and no longer owe any sewer charges.

### **JEFF GRIFFITH'S TREATMENT PLANT SUPERVISOR REPORT:**

Mr. Griffith reported that on December 2nd a group of 23 5th and 6th graders from Des Moines Elementary came to the Treatment Plant for a tour. On December 3rd a group of 20 engineering students from Highline Community College came for a tour.

### **ENGINEER'S REPORT:**

Mr. Grodt reported on the following:

Eelgrass Monitoring: The field monitoring was completed last week and the final draft of the Annual Report has been completed and is ready for review by the District. The report will be submitted to the regulatory agencies for their review and comments. The prognosis for the recovery of the eelgrass bed in the construction corridor is good.

HVAC Upgrade Project, Contract 2008-02: The project is still not complete and therefore it is not ready for acceptance. Very little work remains to be completed.

Influent Screens: The design continues.

### **ATTORNEY'S REPORT:**

Mr. Snure reported on the following:

#### **Collections:**

1. There are 4 customers in bankruptcy.
2. There are 4 customers in active foreclosures.
3. There is 1 completed foreclosure with the funds in court.
4. There are 5 customers in pending foreclosures.
5. There are 4 customers with payment agreements.
4. There are 11 customers with pending Trustee sales.

### **COMMISSIONERS COMMENTS:**

Commissioner Landon inquired about the annual retreat for 2009. The Manager responded that no date or location has been set. After some discussion about potential locations and dates the Board instructed the Manager to attempt to get the Enzian Inn in Leavenworth, WA on May 2 & 3, 2009, for the District's Annual Retreat.

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The next meeting will be held on December 24, 2008, at the District office at 9:00 a.m.

The meeting adjourned at 10:10 a.m.

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KEN J. KASE

ATTEST:

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VINCENT H. KOESTER - SECRETARY