

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
JUNE 11, 2008**

Commissioners Hendrickson, Landon and Koester were present. Also present: Mr. Griffith, Mr. Crahan, Mr. Grodt, Mrs. Ford, and Mr. Kase.

The meeting was called to order by the President at 9:00 a.m.

M/S/C approving the minutes of the Meeting of May 28, 2008.

VOUCHERS:

M/S/C approving Maintenance vouchers #0280462 through #0280512 in the amount of \$84,859.26, including special vouchers #0280462 through #0280470 in the amount of \$4,176.98. Capital Improvement vouchers #0282026 through #0282028 in the amount of \$245,374.66, including special voucher #0282026 in the amount of \$14,735.13.

Board approval of payment of \$27,772.13 for 23 employees for direct deposit of June draw.

Board approval of payment of \$58,957.08 for 27 employees for direct deposit of June payroll.

ADDITIONS:

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

ADJUSTMENTS:

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

CHANGE TO THE REGULAR MEETING SCHEDULE / RESOLUTION 2008-08:

The Manager presented Resolution 2008-08 to the Board for their review. This resolution provides for a change to the regular meeting schedule to accommodate the schedule of the Board. M/S/C approving Resolution 2008-08 as presented.

BID RESULTS FOR CONTRACT 2008-02 / REPLACEMENT AND UPGRADE OF THE PLANT HVAC SYSTEM:

Mr. Grodt reported that two bids for the replacement and upgrade of the treatment plant heating, ventilation, and air conditioning system were received at the bid opening on June 10, 2008. Design Air Ltd's low bid was \$79,555.65. The other bid was \$88,212.86. Design Air Ltd's paperwork was in accordance with the contract documents and it is therefore recommended that the contract be awarded to Design Air Ltd. in the amount of \$79,555.65. The engineer's estimate was \$49,700.

M/S/C awarding construction contract 2008-02 to Design Air Ltd.

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 on the following:

Revolving Fund: The Office Manager reported that the fees to record and release liens with King County Records increased in January, 2008. The fee currently for each lien and release is \$43.00. A check is written from the Revolving Fund to pay the fees to King County Records. She is finding that the check amounts can be quite large, and have run into some timing issues with the account balance. The Office Manager requested that the balance in the Revolving Fund be increased from \$7,300 to \$8,000.00. Commissioner Landon said that it is a good idea to raise the fund balance even higher to \$10,000.

M/S/C authorizing an increase to the maximum revolving fund balance to \$10,000.

Spring 2008 Newsletter: The newsletter was emailed to Databar back in March, and we requested that it be printed up and mailed out in the bills starting in May. We discovered that the newsletter was not going out, and contacted the company. They are working on the newsletter as we speak, and it will be going out starting with the next billing which is June 15th. It will run for the full 7 cycles which will end on August 1st.

Phone System: The Office Manager reported that the phone system in the office is the original phone system from when the building was built, back in 1993. The plant phone system is at least that old, if not older. She has been in contact with Lighthouse Consulting, and has set up a meeting with them regarding their assistance in determining needs and writing an RFP to replace the phone system at both the plant and the office.

WALT CRAHAN'S COLLECTION SYSTEM SUPERVISOR REPORT:

Mr. Crahan reported on the following:

7th Ave. Pump Station Grease Eating Bacteria Test: The first bucket of product has been added to the 7th Ave. Pump Station wet well over about a one week period. There is little or no observable evidence that the product is making a difference.

Covenant Beach Pump Station Generator: He has received an engineering services proposal from the City's consulting engineer that appears to be excessive. Their service fee rivals what it would cost to purchase a generator and transfer switch. He suggests approaching the City of Des Moines to see if there are any alternatives available for securing a generator site with buried conduit connecting to the pump station.

PLANT SUPERVISOR'S REPORT:

Mr. Griffith had nothing to report.

ENGINEER'S REPORT:

Mr. Grodt reported on the following:

Sediment Sampling: URS has been verbally notified that the sediment sampling has been accepted by DOE. Written documentation will be forwarded.

Eelgrass Monitoring: Work on the summer quantitative event is scheduled for the week starting July 7.

Replace and Upgrade Automatic Transfer Switch, Contract 2008-01: A preconstruction Conference was held on June 2. The contractor will start ordering materials.

The next meeting will be June 30, 2008, at the District office at 9:00 a.m.

The meeting adjourned at 9:31 a.m.

KEN J. KASE

ATTEST:

VINCENT H. KOESTER - SECRETARY