

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
MARCH 12, 2008**

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

The meeting was called to order by the President at 9:30 a.m.

M/S/C approving the minutes of the Meeting of February 27, 2008 and the workshop of March 10, 2008.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0280171 through #0280227 in the amount of \$106,368.61, including special vouchers #0280171 through #0280179 in the amount of \$24,756.03.

Capital Improvement vouchers #0282011 through #0282014 in the amount of \$86,205.64.  
Board approval of payment of \$55,831.27 for 28 employees for direct deposit of March payroll.

**ADDITIONS:**

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

**ADJUSTMENTS:**

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

**ENGINEERING SERVICES CONTRACT FOR REPLACEMENT AND UPGRADE OF THE HVAC SYSTEM AT THE PLANT:**

The Manager presented an engineering contract with URS Consulting Engineers for the preparation of plans, specifications, estimate and construction management services for the replacement and upgrade of the HVAC system at the treatment plant.

M/S/C approving the contract as presented.

**CHANGE TO THE REGULAR MEETING SCHEDULE / RESOLUTION 2008-03:**

The Manager presented Resolution 2008-03 to the Board for their review. This resolution changes the meeting time of the first meeting each month and also each workshop from 9:30 am. to 9:00 am. In addition it also changes the meeting date of the first meeting in April, 2008 from April 9 to April 7.

M/S/C approving Resolution 2008-03 as presented.

**ATTENDANCE AT THE WWCPA SEWER MAINTENANCE SCHOOL:**

The Manager requested authorization to send up to three employees to the Washington Wastewater Collection Personnel Association's Sewer Maintenance School, at Ocean Shores, WA, May 21 & 22, 2008.

M/S/C approving the request.

**SALT AIR HILLS – SERVICE REPLACEMENT FOR BLOCK 1:**

The Manager reported that Salt Air Hills, Block 1, has somewhat unusual service in that a majority of the block is served via shared side sewers on easements. There are 3 side sewers that serve 4 houses each and 1 side sewer that serves 2 houses. The remaining 2 homes in this block also share a side sewer but do not require an easement. He indicated that it would be difficult to eliminate this service arrangement. He suggested adding manholes to the intersection of these shared sewers on easements with the sewer main to allow for better maintenance access. In one instance it may be necessary to change the location of the shared side sewer slightly. All of these improvements could be incorporated into the Salt Air Hills Sewer Replacement Project.

**KEN KASE'S MANAGER REPORT:**

The Manager distributed his written report on his recent activities.

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

Ms. Ford reported on the responses to the RFP she issued for a Remittance Processing System. She sent the RFP to 5 companies, and received 5 responses. She has read thru all 5 responses, and has had either in-house or web demos from all 5 companies for her, her staff and the Manager. She is working with her staff to narrow down the field and check references. This process is taking longer than originally expected, but the extra time will hopefully result in the best decision. The Office Manager hopes to have a finalist to present for Board approval at the next meeting.

The Office Manager requested approval to attend the Annual Springbrook Client Conference, held in Portland, Oregon May 14 – 16, 2008.

M/S/C approving her request.

**WALT CRAHAN'S COLLECTION SYSTEM SUPERVISOR REPORT:**

Mr. Crahan reported that the sewer crews are presently cleaning and video inspecting around the Huntington Park area. The station crew has finished electrical panel installation and painting of Saltwater Park Pump Station.

**PLANT SUPERVISOR'S REPORT:**

Mr. Griffith had nothing to report.

**ENGINEER'S REPORT:**

Mr. Grodt reported that the Automatic Transfer Switch plans and specifications have been completed and are ready for District review.

**ATTORNEY REPORT:**

Mr. Snure reported on the following:

**Collections:**

1. There are 7 customers in bankruptcy.
2. There are 4 active foreclosures.
3. There are 2 pending foreclosures.
4. There are 8 customers involved in Trustee sales.

**Repeat Foreclosures on Golka Properties Issue:**

It was suggested that the Board order the capping of the sewers serving the Victor Golka and Wanda Golka properties prior to completion of foreclosures in order to avoid repeat of the process in the future. The Golkas would be provided additional notice of capping in accordance with the statute.

M/S/C authorizing the capping of the two Golka sewers and including the costs associated with the capping in the foreclosure.

The next meeting will be March 26, 2008, at the District office at 4:00 p.m. There will be a Commissioners Workshop on April 14, 2008, at the District office at 9:00 a.m.

The meeting adjourned at 10:25 a.m.

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KEN J. KASE

ATTEST:

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VINCENT H. KOESTER - SECRETARY