

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
NOVEMBER 7, 2008**

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

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

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

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

VOUCHERS:

M/S/C approving Maintenance vouchers #0280937 through #0280971 in the amount of \$92,155.80, including special vouchers #0280942 through #0280947, and 0280971 in the amount of \$6,145.19.

Capital Improvement voucher #0282052 in the amount of \$193.69.

Board approval of payment of \$57,868.41 for 27 employees for direct deposit of November payroll.

ADDITIONS:

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

ADJUSTMENTS:

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

**ATTENDANCE AT THE PUMPER CLEANER EXPOSITION IN LOUISVILLE,
KENTUCKY, FEBRUARY, 2009:**

Mr. Crahan requested authorization to attend the Pumper Cleaner Exposition in Louisville, Kentucky, in February, 2009.

M/S/C approving Mr. Crahan's request.

SWSSD REQUEST TO ADJUST THE BOUNDARY BETWEEN THE TWO DISTRICTS:

Mr. Montieth said that Southwest Suburban Sewer District (SWSSD) had asked the District if we are interested in de-annexing a small portion of the District, in the vicinity of S. 208th St. and 2nd Ave. S., about 5 residential properties, from Midway to SWSSD. Additionally, SWSSD also wanted to know if Midway would be willing to include in their boundaries a portion of Normandy Park lying roughly south of S. 208th St. and westerly of 1st Ave. S., about 105 acres, if SWSSD de-annexed it?

M/S/C agreeing to allow the de-annexation of the 5 residential properties from Midway and transferring them to SWSSD, provided that Midway should not have to bear any of the cost of

this de-annexation and also declining the transfer of the Normandy Park area from SWSSD to Midway.

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. She presented a draft of the Identity Theft Prevention Program for Board review. This Program is in response to the Red Flag Rules. The Office Manager will have our Attorney also review the Program. She expects to have approval of the Program and a Resolution ready for Board approval at the 1st meeting in December. Changes have already been made at the office to increase the security of payment stubs, credit card information and checks.
2. The District Office has been without janitorial services for several weeks. The Office Manager met with a janitorial service company, and has received a good quote for service. The Office Manager has accepted the quote and the new company will start next weekend.
3. The CPA's were here last week and worked on 3rd Quarter 2008.
4. The State Auditor has completed his field work. He was waiting on the letter from the attorney, and will be attending the 11/26/08 meeting to do their exit conference. Board Members should be receiving invitations shortly.
5. The Board had approved an amount for the plant and the office for use to provide a safety award, based on the L & I Retrospective Rating refund the District received for our lack of time loss injuries. The Office Manager had contacted the plant and office staff to come up with what they wanted, and the feedback was inconclusive. The Office Manager met with an award company at the GA Trade Show last week. The new plan is to pick out 2 or 3 awards of the same \$ amount, and allow the employees to choose which one they would like.
6. The Office Manager requested approval for an Employee Meeting and Holiday meal to be held on Friday, December 19th.
M/S/C approving the request.

WALT CRAHAN'S COLLECTION SYSTEM SUPERVISOR REPORT:

Mr. Crahan reported the following:

1. The pump station crew has finished installation of the new pump controller at 16th Ave. Station and it is now online.
2. The sewer crew cleaned and televised approximately 24,000 feet of pipe last month.

JEFF GRIFFITH'S TREATMENT PLANT SUPERVISOR REPORT:

Mr. Griffith had nothing to report.

ENGINEER'S REPORT:

Mr. Grodt reported on the following:

Replace and Upgrade Automatic Transfer Switch, Contract 2008-01: A new controller with all required parameters was installed and tested on November 6, 2008. The contract will be ready for final acceptance at the next meeting.

HVAC Upgrade Project, Contract 2008-02: The electrical and mechanical work is now acceptable. Once the duct installation is complete, the project will be complete. The contractor was required by the electrical inspector to add an additional outlet on the lab office roof, which would add approximately \$500 to the construction cost. A change order will be prepared for district approval.

Influent Screens: URS has started the design of the new influent screens at the treatment plant.

ATTORNEY'S REPORT:

Mr. Snure reported on the following:

Collections:

1. There are 3 customers in bankruptcy.
2. There are 8 customers in active foreclosures.
3. There are 6 customers in pending foreclosures.
4. There are 9 customers involved in Trustee sales.

The next meeting will be held on November 26, 2008, at the District office at 9:00 a.m.

The meeting adjourned at 9:32 a.m.

KEN J. KASE

ATTEST:

VINCENT H. KOESTER - SECRETARY