

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

Commissioners Hendrickson, Landon and Koester were present. Also present: Mr. Griffith, Mr. 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 August 27, 2008.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0280746 through #0280787 in the amount of \$230,771.58, including special vouchers #0280746 through #0280750 in the amount of \$19,557.83.

Capital Improvement vouchers #0282042 through #0282043 in the amount of \$50,818.19.  
2007 PWTF PreConstuction voucher #0284010 in the amount of \$12,695.00.

Board approval of payment of \$59,526.41 for 28 employees for direct deposit of September payroll.

**ADDITIONS:**

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

**ADJUSTMENTS:**

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

**NEWMAN CONNECTION CHARGE AGREEMENT:**

The Manager said that Joseph & Leslie Newman have requested a standard 5 year connection charge agreement with the District for the payment of their sewer connection charge in lieu of assessment for their property located at 20927 3<sup>rd</sup> Ave. S.

M/S/C approving a 5 year connection charge agreement with the Joseph & Leslie Newman.

**PATRICIA CARPINE'S FAILURE TO CONNECT / RESOLUTION 2008-12:**

The Manager said that under existing District policy foreclosure should have been pursued against property owned by Patricia Carpine for non-payment of her sewer bill. She stopped paying her sewer bill when she discovered that she is not connected to the sewer. The District's existing policy was to bill all properties within the boundaries of a ULID for sewer service when that service became available. At the August 13, 2008, meeting Commissioner Hendrickson instructed the Manager to prepare a draft of the Manager's suggested changes to the existing

policy, for review at a future meeting. The Manager presented Resolution 2008-12, which would amend existing District code concerning the billing of unconnected properties within a ULID. M/S/C approving Resolution 2008-12 as presented and instructing the Manager to place a notice on all customer bills notifying them of the change in policy.

**CHANGE ORDER No. 1 TO CONTRACT 2008-01 (ATS REPLACEMENT CONTRACT):**

Mr. Grodt reported that during the performance of contract 2008-01 it was discovered that the main breaker for the entire treatment plant was inoperable. As a matter of safety a working breaker is needed. The District purchased a replacement breaker and provided it to the contractor for installation. The installation work was an extra to the contract and created a need for a change order.

M/S/C approving change order No. 1 to Contract 2008-01.

**DES MOINES CREEK BASIN PLAN (MEDIA) EVENT SET FOR OCTOBER 12, 2008, @ 1:30 PM:**

The Manager reported that there will be an event, with the local news media invited, to recognize the achievements of the Des Moines Creek Basin Committee and the contributions the District has made towards their efforts, on October 12, 2008, at 1:30 pm, at the Des Moines Beach Park.

**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 that the remittance processing system has been installed and is working well including the electronic deposits.

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

Mr. Crahan reported about a problem with corrosion of the force main at Zenith 1 station and for the need to start thinking about rehabilitation or replacement of it.

**JEFF GRIFFITH'S 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: The construction was completed on September 9, 2008. Startup functions and programming of the switch will be done in the next few days. The contract should be complete by the next meeting.

HVAC Upgrade Project: Construction progress has been very slow.

**ATTORNEY'S REPORT:**

Mr. Snure reported on the following:

- There are 3 customers in bankruptcy
- There are 3 customers with active foreclosures
- There are 2 customers that have had their properties sold at sheriff's sale
- There are 6 customers with pending foreclosures
- There are 11 customers subject to trustee foreclosures

**EXECUTIVE SESSION:**

The President announced that pursuant to RCW 42.30.110 (g) the meeting will go into executive session starting at 9:48 am, lasting 5 minutes. Walt Crahan, Jeff Griffith, and Skip Grodt were excused from attendance. At 9:53 am it was announced that the executive session will be extended an additional 5 minutes. At 9:58 am it was announced that the executive session will be extended an additional 5 minutes. At 10:03 am it was announced that the executive session will be extended an additional 5 minutes. At 10:08 am it was announced that the executive session will be extended an additional 5 minutes. At 10:13 am it was announced that the executive session will be extended an additional 5 minutes.

The regular meeting resumed at 10:23 am.

**CLERK 1 SALARY RANGE INCREASE:**

The Office Manager said that when Deanna Hamilton retired the District did not fill her vacant position. The existing Clerk 1 employees took over Deanna's duties, primarily the billing, which amounted to additional duties. She suggested that with the additional duties should come additional pay.

M/S/C with Commissioner Hendrickson abstaining from voting, adopting the following new pay range for the position titled, "Clerk I", to be effective October 10, 2008.

POSITION	A	B	C	D	E	F	G
CLERK I	\$2,903.90	\$3,048.08	\$3,201.65	\$3,363.07	\$3,529.19	\$3,706.28	\$3,892.76
Approved Clerk I Salary as of October, 2008	\$3,060.34	\$3,212.28	\$3,374.24	\$3,544.37	\$3,719.56	\$3,906.28	\$4,102.80
Increase over previous salary range	\$156.44	\$164.20	\$172.59	\$181.30	\$190.37	\$200.00	\$210.04

**COMMISSIONERS COMMENTS:**

Commissioner Hendrickson said that Cowlitz County will be requiring all property owners on septic systems to have their systems inspected every 3 years. This has caused a public uproar in that county.

Commissioner Hendrickson said that it has come to his attention that Lakehaven Utility District has adopted a peculiar practice of adding an additional charge for "rent" on their water bill. He intends to discuss this charge with representatives of that District in the future.

The next meeting will be September 24, 2008, at the District office at 4:00 p.m.

There will be a Commissioners Workshop September 22, 2008, at the District office at 9:00 a.m. to discuss funding for major capital improvements that would be needed for the Pacific Ridge area should that area develop to a much higher population density than previously anticipated.

The meeting adjourned at 10:33 a.m.

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KEN J. KASE

ATTEST:

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VINCENT H. KOESTER - SECRETARY