

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
MARCH 25, 2009**

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

The meeting was called to order by the President at 4:00 p.m.

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

M/S/C approving the minutes of the Meeting of March 11, 2009.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0290253 through #0290283 in the amount of \$35,426.73, including special vouchers #0290253 through #0290260 in the amount of \$2,700.03. Capital Improvement vouchers #0293011 through #0293014 in the amount of \$274,893.35. 2008 PWTF voucher #0298003 in the amount of \$6,490.12. Board approval of payment of \$28,522.13 for 23 employees for direct deposit of the April draw.

**LIENS:**

M/S/C approving the liens as presented.

**RELEASE OF LIEN:**

M/S/C approving the release of lien as presented.

**SALT AIR HILLS MINOR CHANGE ORDER PROCEDURE:**

The Manager said that during construction of the Salt Air Hills project some tree roots were damaged and he thinks the trees should be removed for safety. The cost of this tree removal is not included in the original contract price. He recommends approval of this first change order to the contract. He also asked for authorization to approve "minor" change orders or change orders that result in a \$10,000 or less increase in the contract amount for Salt Air Hills.

M/S/C authorizing the Manager to approve change orders to the Salt Air Hills contract that result in a \$10,000 or less increase in the contract amount.

**MANAGER REPORT:**

The Manager distributed his written report on his recent activities.

**OFFICE MANAGER REPORT:**

The Ms. Ford reported the following:

1. She stated that the RFP for the phone system was distributed on Friday, March 20<sup>th</sup>. Staff suggestion for winner of RFP will be presented at the May 13<sup>th</sup> Board Meeting.
2. The second software that we purchased for connection charge agreement billing is not working out. The Office Manager has contacted the company to cancel the contract and get a refund.
3. She spoke to the CPA when they were here last time regarding connection charge agreement billing software. The CPA provided the Office Manager with the company that they use. It is a simple program that focuses more on getting the calculations correct. The Office Manager has purchased the program (for less than \$200), and is currently working with it to see how it will work with our situation.

**COLLECTION SYSTEM SUPERVISOR REPORT:**

Mr. Crahan reported about a meeting with the City of Des Moines concerning the installation of a generator at the marina to serve Covenant Beach Station.

The next meeting will be April 8, 2009, at the District office at 9:00 a.m.

The meeting adjourned at 4:22 p.m.

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KEN J. KASE

ATTEST:

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VINCENT H. KOESTER –SECRETARY