

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
MAY 27, 2009**

Commissioners Hendrickson, Koester and Landon were present. Also present: Mr. Grodt, Mr. Crahan, Mr. Griffith, 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 May 13, 2009.

VOUCHERS:

M/S/C approving Maintenance vouchers #0290431 through #0290464 in the amount of \$34,209.21, including special vouchers #0290431 through #0290433 in the amount of \$2,438.80. Capital Improvement voucher #0293022 in the amount of \$5,490.00. 2008 Public Works Trust Fund voucher #0298008 in the amount of \$46,673.48. Board approval of payment of \$28,622.13 for 23 employees for direct deposit of the June draw.

LIENS:

M/S/C approving the liens as presented.

RELEASE OF LIEN:

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

**ADDITIONS AND AMENDMENTS TO THE EMPLOYEE HANDBOOK /
RESOLUTION 2009-06:**

The Manager said that the organization chart in the employee handbook needs some minor revisions and that new sections 025 "Supervisory Duties Defined", 708 "Electronic Resource Use Policy", and 709 "Controversial Issues and Inappropriate Jokes or Comments" are needed. He presented Resolution 2009-06, which provides for these employee handbook changes and additions to the Board for their review.

M/S/C approving Resolution 2009-06 as presented.

"RED FLAG RULES" / RESOLUTION 2009-07:

The Office Manager said that the District is required to prepare, adopt and implement an identity theft identification and prevention policy to protect the customers of the District. She presented Resolution 2009-07, which accomplishes that task, to the Board for their review.

M/S/C approving Resolution 2009-07 as presented.

REQUEST TO PURCHASE TELEMETRY EQUIPMENT FOR 7 PUMP STATIONS:

The Collection System Supervisor said that he has been field testing a wireless pump station telemetry system made by Siemens, for the last 5 months. The telemetry system worked very well especially during storm events. The system can be easily added to the existing pump station controllers already in place at 7 of the District's pump stations for \$835 each, installed. He indicated that there is a \$50 per month service charge for each pump station, however that cost would be partially offset by the elimination of the existing phone line. He requested authorization to purchase 7 of the Siemens wireless telemetry systems.
M/S/C authorizing the purchase of the 7 telemetry systems.

MANAGER REPORT:

The Manager distributed his written report on his recent activities.

OFFICE MANAGER REPORT:

Ms. Ford reported on the following:

1. The Office Manager reported that the scheduled upgrade for the Springbrook Software program will take place in October, 2009 rather than the originally scheduled timeframe of July, 2009. The delay was at Springbrook's request.
2. The vendor that was selected as the winner of the phone system RFP was notified. We will be meeting with their representative on June 1st to finalize and sign the Purchase Agreement. The Office Manager made a presentation at the Employee Meeting this morning regarding the new phone system.

COLLECTION SYSTEM SUPERVISOR REPORT:

Mr. Crahan had nothing to report.

TREATMENT PLANT SUPERVISOR REPORT:

Mr. Griffith reported the following:

1. Wednesday May 27th, Woody Moses of Highline Community College brought his class of 22 students for a tour of the treatment plant.
2. Northwest Electric, the contractor that installed the Automatic Transfer Switch, has given us a quote to replace the magnetic T12 ballasts with Electronic T8 ballasts in the treatment plant, Main Office and pump stations. His estimate was \$38,950. If we did the job with our own staff the cost outlay for parts would be \$9,400. Since this project would be covered by 50% due to a grant from PSE it would be half of that. If our staff could do this project there would not only be substantial savings the crew would get a feeling of accomplishment that is not always available since there are so many jobs that are routine.

M/S/C authorizing the Manager to decide how to proceed with the energy consumption reduction project.

ENGINEER'S REPORT:

Mr. Grodt reported on the following:

1. Influent Screens – Contract 2009-01. Contractor expects to have his bonds and insurance completed early next week. The contractor has requested the screen supplier to prepare shop drawings. He is also anxious to have the preconstruction conference.
2. Marina Emergency Generator. The design is approximately 80% complete.

COMMISSIONERS COMMENTS:

Commissioner Hendrickson suggested that the District core values be displayed on colored paper and to change the color of the paper from time to time, to increase the chances of them being noticed.

The next meeting will be June 10, 2009, at the District office at 9:00 a.m.

The meeting adjourned at 4:52 pm.

KEN J. KASE

ATTEST:

VINCENT H. KOESTER –SECRETARY