

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
January 13, 2010**

Commissioners Hendrickson, Landon and Koester were present. Also present: Mr. Grodt, Mr. Crahan, Mr. Snure, Ms. 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 December 23, 2009.

**OATH OF OFFICE:**

The Manager administered the oath of office to Commissioner Landon, having been duly elected to the office of Midway Sewer District, Commissioner Position No. 3, in the 2009 general election.

**ELECTION OF OFFICERS:**

Commissioner Landon said that he has been President of the Board for two years and it is time for him to step down. Commissioner Landon nominated Commissioner Koester for President and Commissioner Koester nominated Commissioner Hendrickson for Secretary of the Board of Commissioners.

M/S/C approving Commissioner Koester as President and Commissioner Hendrickson as Secretary of the Board of Commissioners for the Midway Sewer District.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #300001 through #300068 in the amount of \$164,202.95, including special vouchers #300001 through #300016 in the amount of \$40,008.49. Capital Improvement voucher #204001 in the amount of \$20,623.74. Board approval of payment of \$67,299.80 for 27 employees for direct deposit of January payroll.

**ADDITIONS:**

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

**ADJUSTMENTS:**

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

**RESOLUTION 2010-1 / AMENDING SECTION 307 OF THE EMPLOYEE HANDBOOK:**

The Manager said that the District has provided lunch at an employee meeting each year, usually in December. A resolution concerning section 307 of the employee handbook was approved at the November 25, 2009 meeting. The Employee Handbook should be further clarified to better explain this practice. He presented Resolution 2010-1 to the Board for their review. The proposed resolution would change section 307 of the employee handbook, "Employee Rewards" to include this annual lunch.

M/S/C approving Resolution 2010-1 as presented.

**RESOLUTION 2010-2 / ACCEPTANCE AS COMPLETE OF DX 06-1 (Zenith Viewpoint):**

The Manager reported that the conditions of developer extension contract DX 06-1, with Marine View Investments, LLC, have been satisfied and the project is 100% complete. It is now ready for acceptance by the District.

M/S/C approving Resolution 2010-2 which provides for the acceptance of DX 06-1 as complete.

**ENGINEERING SERVICES AGREEMENT FOR THE OFFICE GENERATOR PROJECT:**

The Manager presented a revised engineering services contract with URS for the plans, specifications, bidding assistance, construction inspection and as-builts for an emergency power generator for the District office building. This contract was revised at the request of URS. The scope and budget for this project remain unchanged from the contract approved at the December 9, 2009, meeting.

M/S/C approving the contract as presented.

**ENGINEERING SERVICES CONTRACT FOR EELGRASS RESTORATION AND MONITORING 3<sup>RD</sup> YEAR:**

The Manager reported that one of the conditions of a permit issued for the submarine outfall construction project required the District to continually monitor the success and survival of disturbed eelgrass for a five year period following completion of construction of the outfall. The District lacks the expertise and credentials necessary to comply with this condition and must utilize the services of a qualified consultant. He presented an engineering services contract with URS for the provision of this service for calendar year 2010.

M/S/C approving the contract as presented.

**AUTHORIZE ATTENDANCE AT THE WASWD SPRING CONFERENCE:**

The Manager requested authorization for the attendance of Commissioner Hendrickson and up to two District staff at the WASWD 2010 Spring conference, to be held April 21 & 22, 2010, in Ocean Shores, WA.

M/S/C approving the request.

**KEN KASE'S MANAGER REPORT:**

The Manager distributed his written report on his recent activities.

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

The Office Manager had nothing to report.

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

Mr. Crahan reported that his crews have been busy grouting leaks in manholes, and preparing for the replacement of the S. 260<sup>th</sup> St. pump station pumps. He is also gathering information concerning various needed sewer repairs.

**SKIP GRODT'S ENGINEER'S REPORT:**

Mr. Grodt reported on the latest eelgrass monitoring. The annual report for the eelgrass monitoring, year 2, has been completed and forwarded to the regulatory agencies for review.

**BRIAN SNURE'S ATTORNEY'S REPORT:**

Mr. Snure reported on the following:

**Collections:**

1. There are 4 delinquent customers in bankruptcy.
2. There are 7 delinquent customers in active foreclosures.
3. There are 7 delinquent customers in payment agreements.
4. There are 4 delinquent customers in pending foreclosures.
4. There are 15 delinquent customers subject to Trustee sales.

**COMMISSIONERS COMMENTS:**

Both Commissioner Koester and Hendrickson inquired as to what management was doing to further staff team building. Commissioner Koester indicated that he would like to see the use of an outside consultant to regularly interview District staff and further the cause of team building and to prevent future staff problems.

Commissioner Koester indicated that he would like to join the local Rotary Club and represent the District.

M/S/C authorizing Commissioner Koester to join Rotary as the District's representative.

Both Commissioner Koester and Landon expressed their dissatisfaction with the new third party administrator of the HRA VEBA plan. They instructed the Manager to express to the District's HRA VEBA representative their dissatisfaction and to get him to come to a meeting and update them on the future of this program.

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The next meeting will be held on January 27, 2010, at the District office at 4:00 pm.

The meeting adjourned at 10:01 a.m.

ATTEST:

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KEN J. KASE

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JACK HENDRICKSON - SECRETARY