

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
APRIL 12, 2006**

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

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

M/S/C approving the minutes of the Meeting of March 22, 2006 and the Commissioners Retreat of April 1 & 2, 2006.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0260270 through #0260343 in the amount of \$150,992.52, including special vouchers #0260270 through #0260280 in the amount of \$44,976.65. Capital Improvement voucher #0260012 through #0260014 in the amount of \$18,333.19. Board approval of payment of \$49,298.95 for 27 employees for direct deposit of the April payroll.

**ADDITIONS:**

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

**ADJUSTMENTS:**

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

**REVIEW OF YEAR END 2005 FINANCIAL STATEMENTS AND ANNUAL REPORT:**

The Board reviewed the Year-end 2005 Financial Statements as prepared by Benson & McLaughlin Certified Public Accountants, P.S. The Manager and the Office Manager responded to the Board's questions concerning revenue and expense as well as change in the residential equivalents.

**COMPLETION OF CONTRACT 2005-1 / RESOLUTION 2006-06:**

The Manager reported that Sewer Repair Contract 2005-1 has been completed by R. L. Alia Company. He presented Resolution 2006-06 for the Board's review.  
M/S/C approving Resolution 2006-06 as presented.

**AUTHORIZATION OF DISTRICT REPRESENTATIVES TO THE STATE PLAN OF OPERATION FOR THE FEDERAL PERSONAL PROPERTY PROGRAM:**

The Manager reported that in order to qualify to purchase Washington State Federal Surplus items as authorized representatives of the Midway Sewer District the eligible personal must be certified every three years. He suggested that Cordelia Ford and himself should be certified by the Board.

M/S/C approving the Manager's suggestion.

**SMALL WORKS ROSTER UPDATE (GENERAL SEWER WORK & ELECTRICAL WORK):**

The Manager reported that the District needs to solicit contractors to join the District's Small Works Rosters twice each year. This has recently been done and a roster for electrical contractors has been added due to a need for that type of work. He presented two rosters to the Board for their review, a General Sewer Work Roster and an Electrical Work Roster.

M/S/C approving both rosters as presented.

**REQUEST TO PURCHASE SPARE DIGESTER MIXER MOTOR:**

The Manager reported that the District does not have a spare motor for the external draft tube digester mixer. It is the practice of the District to maintain an inventory of spare parts to expeditiously return critical processes on-line in the event of equipment failure. He suggested purchasing a digester mixer motor and the cost of this motor was within his purchasing authority as established in Resolution 2001-06, however he was not able to obtain 3 price quotes as required by the resolution. The needed motor was only found at 2 vendors. He suggested purchasing the motor from the vendor with the lowest quote.

M/S/C approving the Manager's suggestion.

**REQUEST FOR TEMPORARY SUMMER HELP POSITION:**

The Manager requested the creation of a single temporary position of employment during the summer months for jobs such as painting and other miscellaneous tasks. This has been the practice of the District in the past. He also suggested that the wages for this position be adjusted annually at the same rate as other District wages in order keep this wage competitive.

M/S/C approving the request.

**PIPE PROCUREMENT FOR THE SUBMARINE OUTFALL:**

The Manager reported that it has been learned that the type of pipe needed for the Submarine Outfall Project (Ameron RCCP) is not a stock item. It takes approximately 14 to 16 weeks from the date of order to take delivery of the pipe. Additionally, to order the pipe, it requires engineering and specifications for each piece of pipe. Each pipe segment is custom made to fit into its place in the design of the pipe line. Because the District would like to construct the outfall in the available construction window in the fall of 2006 and it will take several weeks to

go through the final design and formal bidding process before a contractor is selected, there will not be sufficient time for the contractor to obtain the pipe to meet this schedule.

He suggested that the District should have the engineer prepare the necessary documents to order the pipe from the manufacturer and the District will supply the pipe to the contractor. While it is unusual that the District would supply the pipe, this appears to be the only way to construct the submarine outfall this construction season.

M/S/C approving the preparation of specifications needed to order the submarine outfall pipe material and the procurement of the pipe material provided that the necessary permits are obtained in time to be able to proceed with construction in the available construction window in the fall of 2006.

#### **EDUCATIONAL REQUEST OF KIM HEWLETT–SAFETY & HEALTH CONFERENCE:**

The Manager requested authorization to send Kim Hewlett, the District's Safety Officer, to the 55<sup>th</sup> Annual Governor's Industrial Safety and Health Conference". This conference is to be held in Spokane at the Spokane Convention Center, September 27 – 28, 2006.

M/S/C approving the request.

#### **EXECUTION OF ALUMINUM DUCT REPLACEMENT CONTRACT:**

The Manager reported that W. A. Botting Co., the successful bidder of the Aluminum Duct Replacement Contract, has just recently returned the signed contract documents for execution by the District. He presented the contract to the Board for their review.

M/S/C approving the execution of the Aluminum Duct Replacement Contract.

#### **REPORT ON PROGRESS OF THE TRUNK AND OUTFALL USE AGREEMENT:**

The Manager reported that he has had discussions with the Des Moines City Manager and has received comments from the Des Moines Creek Basin representative, Don Monaghan, concerning the most recent version of the Trunk and Outfall Use Agreement. They have said that the DNR will not assign the District's lease and that shared use of either outfall by the other party is problematic from a regulatory perspective. It also appears to be difficult for a city to enforce some of the private side sewer inspection requirements that were suggested at the last meeting. The most current version of the use agreement has been forwarded to Mr. Snure for his review.

#### **REVIEW OF PROPOSED NEWSLETTER ARTICLES:**

The Manager distributed the draft Spring 2006 District newsletter for review by the Board.

#### **OFFICE MANAGER'S REPORT:**

Mrs. Ford reported on new developments concerning the ValVue Service Area Agreement. Ken has done some closer inspection and referenced ValVue's maps off their web site regarding a large apartment complex in Area One. It seems that the previous agreement was incorrect in the

designation of the complex. Previously we have been paid by ValVue for ½, or 28 units of one of the 56 unit buildings at 17341 32<sup>nd</sup> Ave. S. Upon review of the maps, we should be paid for all 56 units, along with another 90 unit building and 19 units of a 106 unit building. Ken contacted ValVue regarding the oversight, and Dana, the ValVue Manager, contacted me to set up a meeting. Ken and myself will be meeting with Dana and another ValVue employee on Thursday afternoon.

### **COLLECTION SYSTEM SUPERVISOR'S REPORT:**

Mr. Crahan reported on the following:

1. The sewer crew has finished the yearly flushing list.
2. The TV truck suffered some damage to the compressor compartment due to an accident at the plant. A new tool box compartment has arrived and will be installed in the near future.
3. The station and sewer crews have started rearranging the wires in the Zenith station conduit. This will allow us to segregate the high power lines from the low power lines and alleviate any interference when we replace the floats with a transducer.

### **TREATMENT PLANT SUPERVISOR'S REPORT:**

Mr. Griffith reported on the following:

1. W.A. Botting has begun the replacement of the aluminum ductwork in Clarifiers 3 & 4 with Fiberglass. At the pace they are going it looks like they will be done by the end of the week.
2. The new Technicians from Lighthouse Consulting appear to be both competent and responsive. They fixed a problem with the network at the plant on 4/5/06.

### **ENGINEER'S REPORT:**

Mr. Grodt reported on the following:

1. Outfall Permits - Expect the permit by the end of this month.
2. Outfall at the Bridge – Responding to requests for information and shop drawings.
3. Final Outfall Design – Will need to proceed with final design as soon as possible in order to meet this year's schedule. This will be a high profile project so there are some additional things that should be included such as 1) pre-bid conference and 2) a public meeting.

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The next meeting will be April 26, 2006, at the District office at 4:00 p.m.

The meeting adjourned at 9:55 a.m.

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KEN J. KASE

ATTEST:

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JACK W. HENDRICKSON - SECRETARY