

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
JANUARY 10, 2007**

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

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

ELECTION OF OFFICERS:

Commissioner Koester stated that his term as President of the Board has expired and that it is someone else's turn to hold this office as well as the position of Secretary.

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

M/S/C approving the minutes of the Meeting of December 28, 2006.

VOUCHERS:

M/S/C approving Maintenance vouchers #0270001 through #0270048 in the amount of \$127,531.25, including special vouchers #0270001 through #0270010 in the amount of \$29,210.63. Capital Improvement voucher #0270001 in the amount of \$29,577.35. Board approval of payment of \$56,911.76 for 29 employees for direct deposit of the January payroll. Board approval of automatic payments to be made in January in the amount of \$60,278.10 for taxes and State Retirement contributions.

ADDITIONS:

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

ADJUSTMENTS:

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

COMPLETION OF DX 05-9 / RESOLUTION 2007-01:

The Manager reported that the Field Representative, Marc Montieth has certified that the sanitary sewer extension by the Mckittrick Building Company, Developer Extension Contract DX05-9 is 100% complete and is ready for final acceptance by the District.

M/S/C approving Resolution 2007-1, which provides for the acceptance as complete of Developer Extension Contract DX 05-9.

OFFICE MANAGER REPORT:

The Office Manager presented a letter from a customer. The letter is requesting that the NSF fee of \$20.00 be removed from their account. The customer was enrolled in the District's Automatic Payment Program.

The program involves enrolling in the program, and providing the District with a credit card and expiration date. The District then batch-processes payments, by billing cycle, each due date.

This customer's credit card was declined by the NOVA program that processes the payments. The reason for the decline was "Expired Card". The expiration date on the card was April 2007.

As policy, the \$20 NSF & \$3.60 late fee were assessed, and a letter was sent that their card had been declined.

The customer called and explained that the credit card company had mailed them a new card, which had an extended expiration date. The customer stated that we should not have assessed the NSF fee. The Office Manager agreed to remove the late fee, due to their excellent payment history.

The Office Manager has been allowing the NSF fee to be removed only if the account was closed due to fraud. A letter is required from the credit card company, stating that the card was closed due to fraud, before the NSF fee is removed.

A copy of the enrollment form that this customer and all our customers sign upon enrollment was distributed. The last 2 paragraphs were discussed, which state that the customer must notify the District when there is a change to their card, and that if their payment is returned for any reason, that the District will assess a "recovery fee".

Since the customer's request for the NSF fee removal is outside what has been the operating policy of the District, the Office Manager advised the customer to write a letter that would be presented to the Board for their review.

The Office Manager asked the Board to decide if the NSF fee should be removed from this customer's account.

M/S/C instructing the Office Manager to continue the operating policy of the District, which when applied to this instance the NSF fee would remain on the account.

COLLECTION SYSTEM SUPERVISOR REPORT:

Mr. Crahan informed the Commissioners about a sewage overflow event at 264th & 16th Ave. which occurred on January 7, 2007.

TREATMENT PLANT SUPERVISOR'S REPORT:

Mr. Griffith reported that we have had 4 blending events in January so far due to high flows. They occurred on January 2, 3, 5, and 7. We did not overflow or violate our permit.

ENGINEER REPORT:

Mr. Grodt reported the following:

1. Outfall Permits – The biological evaluation that addresses the critical habitat issues of the killer whales has been sent to the consulting agencies. The Corps determination is that the project is likely to affect but not adversely affect.
2. Outfall Easement – The Dept. of Natural Resources has assigned a new project manager to complete the easement process.
3. Mixing Zone Study – The Dept. of Ecology has approved the mixing zone study.

COMMISSIONERS COMMENTS:

Commissioner Koester asked when the Board wanted to hold a Commissioners Workshop on Infiltration and Inflow.

M/S/C setting February 12, 2007, at 9:30 a.m., at the District office as the time and location for the Commissioners Workshop on Infiltration and Inflow.

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

The meeting adjourned at 9:29 a.m.

KEN J. KASE

ATTEST:

JACK W. HENDRICKSON - SECRETARY