

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
JUNE 13, 2007**

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

The meeting was called to order by the President at 9:30 a.m.

M/S/C approving the minutes of the Meeting of May 23, 2007 and the Commissioners Retreat of June 9 & 10, 2007.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0270441 through #0270506 in the amount of \$151,393.72, including special vouchers #0270441 through #0270450 in the amount of \$25,542.12. Capital Improvement vouchers #0270020 through #0270023 in the amount of \$533,419.94. Board approval of payment of \$59,266.71 for 28 employees for direct deposit of the June payroll.

**ADDITIONS:**

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

**ADJUSTMENTS:**

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

**LESLIE & JOE NEWMAN REQUEST FOR SEWER SERVICE:**

The Manager said that he had received a letter from Mrs. Leslie Newman that was signed by 6 of the 8 property owners on 3<sup>rd</sup> Ave. S. between S. 209<sup>th</sup> St. and S. 210<sup>th</sup> St. indicating that they would connect to a sewer if the District built one. In addition to that letter she also delivered another letter from 3 property owners on 4<sup>th</sup> Ave. S. committing to connect to the sewer if one was built and another 5 property owners on 4<sup>th</sup> Ave. S. indicated they are interested in connecting to the sewer. He suggested that the District sponsor a sewer extension up 3<sup>rd</sup> and 4<sup>th</sup> Avenues from the existing manholes northerly to the District boundary.

M/S/C authorizing the preparation of plans and specifications for a sewer extension up 3<sup>rd</sup> and 4<sup>th</sup> avenues.

**DEVELOPER EXTENSION CONTRACT WITH ADKP / DX 07-5:**

The Manager presented a developer extension contract with ADKP LLC. that provides for the extension of new sewers to serve a 4 lot short plat on the east side of 10<sup>th</sup> Ave. S. in the 22700 block.

M/S/C approving developer extension contract DX07-5 as presented.

**EXECUTION OF PWTF LOAN AGREEMENT:**

The Manager reported that he has received the fully executed Public Works Trust Fund preconstruction loan agreement. He requested authority to sign the voucher requests on behalf of the District. 75% of the loan should be received within about 14 days of mailing the voucher. M/S/C authorizing the Manager to sign voucher requests for the 2007 Public Works Trust Fund Preconstruction Loan.

**REQUEST TO SEAL COAT THE DISTRICT OFFICE PARKING LOT:**

Mr. Montieth reported that he has researched the proper preparation for seal-coating asphalt. Broom cleaning the surface is recommended. He added that in areas where there is moss or other matter growing on the asphalt pressure washing could be used to remove the unwanted matter prior to seal coating. He said that he solicited bids for this work from 3 contractors. The lowest bidder was Stanley Patrick Stripping at \$4,272.00 plus sales tax. M/S/C awarding the contract for seal-coating of the District office parking lot to Stanley Patrick Stripping.

**REQUEST TO REPLACE OLDEST DUMP TRUCK WITH A NEW ONE:**

Mr. Crahan reported that the District has a 23 year old dump truck that is only marginally useful for the needs of the District. It has only a 5 yard capacity and has relatively low horsepower. He requested authority to replace this dump truck with a new 10 yard dump truck. The Washington State Office of Procurement currently has an International truck available that would suit our needs. It sells for about \$115,000.

M/S/C authorizing the purchase of a new 10 yard dump truck utilizing the Washington State Office of Procurement vehicle purchasing program.

**REQUEST TO PURCHASE 5 LAPTOP COMPUTERS FOR REMOTE ACCESS TO DISTRICT SEWER RECORDS:**

The Manager reported that in order to access sewer information available in the District's developing GIS system portable computers are needed. He requested authorization to purchase 5 laptop computers for use in the field for remote access to District sewer records.

M/S/C approving the request.

**CLARIFYING POLICY ON COMMISSION COMPENSATION / RESOLUTION 2007-06:**

Mr. Snure explained that Resolution 2007-06 would respond to recent legislation concerning Commissioners compensation and also clarify the Districts policy on how to handle compensation for Commissioners who may represent more than one District. He presented Resolution 2007-06 to the Board for their review.

A motion was made and seconded to approve Resolution 2007-06 as presented. Commissioners Landon and Koester voted in favor of approval and Commissioner Hendrickson voted against approval of this resolution.

**DECLARATION OF SURPLUS EQUIPMENT (1993 FORD CROWN VICTORIA)  
RESOLUTION 2007-07:**

The Manager reported that the District has received the Chevrolet Impala it ordered to replace the 1993 Crown Victoria. He said that the District no longer needs the 1993 Crown Victoria. He presented Resolution 2007-07 to the Board for their review. This resolution declares this vehicle surplus and directs the Manager to sell the equipment in accordance with statutory requirements. M/S/C approving Resolution 2007-07 as presented.

**EDUCATIONAL REQUESTS:**

**1. PESTICIDE LICENSE WORKSHOP FOR KIM HEWLETT AND TIM CAMPBELL**

The Manager requested permission to send employees Kim Hewlett and Tim Campbell to WSU's IPM Workshop III – IPM Turf Disease and Insect Diagnosis to be held October 9-12, 2007 at the Whatcom Community College in Bellingham.

**2. HOW TO SUPERVISE PEOPLE FOR UP TO 4 DISTRICT SUPERVISORS**

The Manager requested permission to send up to 4 employees who supervise others to a Fred Pryor Seminar titled, "How To Supervise People", to be held in SeaTac, WA on July 25, 2007.

**3. DEALING WITH DIFFICULT PEOPLE FOR UP TO 4 DISTRICT STAFF**

The Manager requested permission to send up to 4 employees to a Fred Pryor Seminar titled, "Dealing With Difficult People". Commissioner Hendrickson said that he thought this training would benefit the entire staff. The Manager said that for a group that large he would try to get the training held at the District office.

M/S/C approving all three educational requests.

**REVIEW OF THE 2006 FINANCIAL STATEMENTS:**

The Manager distributed the year end financial statements as prepared by Benson & McLaughlin. The financial statements were reviewed by the Board and they asked questions about revenue and expense.

**NEW JOB CLASSIFICATION – SAFETY COORDINATOR:**

The Manager reported that safety matters have been handled very competently by Kim Hewlett, a treatment plant operator. He recommended that a new job classification be created which would not only clarify his duties but also remove him from having to impose safety standards on his peers and supervisors. This new position would answer to the Plant Supervisor. As this would not be a full time job, the duties of this new position would include operator duties as well. The Board suggested that there should be a \$100.00 per month pay increase over his existing pay to compensate him for his additional responsibilities. M/S/C approving the new job classification of, “Safety Coordinator” and creating a pay scale that is \$100/month more than the current operators pay rate.

**OFFICE MANAGER REPORT:**

Ms. Ford had nothing to report.

**COLLECTION SYSTEM SUPERVISOR REPORT:**

Mr. Crahan had nothing to report.

**TREATMENT PLANT SUPERVISOR’S REPORT:**

Mr. Griffith had nothing to report.

**ENGINEER’S REPORT:**

Mr. Grodt reported the following:

Outfall Construction – Held the final two preconstruction conferences on June 6, 2007. The first meeting was for the District, Engineers and the Contractors. The second meeting included the City of Des Moines and the permitting agencies. The Meetings went well.

The construction surveying will start next Monday and the contractor will start digging the bore pit and setting up equipment for boring operations.

**ATTORNEY’S REPORT:**

Mr. Snure reported on the following:

**Collections:**

1. There are 6 customers in bankruptcy.
2. There is 1 pending foreclosure.
3. There are 7 customers pending trustee sales.

A letter was sent on June 12, 2007, to Mike Murphy of the Washington State Auditors Office regarding use of public funds on private property.

The next meeting will be held on June 27, 2007, at the District office at 4:00 p.m.

The meeting adjourned at 10:24 a.m.

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KEN J. KASE

ATTEST:

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GEORGE LANDON - SECRETARY