

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
JUNE 28, 2006**

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

The meeting was called to order by the President at 4:00 p.m.

M/S/C approving the minutes of the Meeting of June 14, 2006.

VOUCHERS:

M/S/C approving Maintenance vouchers #0260544 through #0260583 in the amount of \$43,236.43, including special vouchers #0260544 through #0260547 in the amount of \$5,884.56. Capital Improvement vouchers #0260023 through #0260025 in the amount of \$31,236.64. Board approval of payment of \$29,012.13 for 24 employees for direct deposit of July draw.

LIENS:

M/S/C approving the liens as presented.

RELEASE OF LIEN:

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

REVIEW OF FIRST QUARTER 2006 FINANCIAL STATEMENTS:

The first quarter financial statements of the District were reviewed by the Board. The Manager pointed out that operating income was up slightly over the prior period however operating expense had increased at an even greater rate.

STUB SEWER REPAIR / SMALL WORKS PROJECT 2006-B:

The Manager reported that a broken sewer stub had been discovered at 1226 S. 259th Place. The 6" concrete stub had a hole in it out in the street. Five of the small works roster contractors were contacted and asked to submit a bid for the repair of this sewer. Only one of the five contractors submitted a bid by the June 19th bid date. Able Construction's bid of \$4,170.00 plus tax was accepted and he went about the process of repairing the stub relatively quickly. The pipe was repaired and back in service on June 22. Final acceptance of the work is pending final paving of the street.

M/S/C approving the actions of the Manager to get the sewer repaired and authorizing the Small Works Project 2006-B.

BID RESULTS FOR DUPLEX PUMP STATION CONTROL PANEL:

The Manager reported that an advertisement had been placed for the purchase of a duplex pump station control panel for the Saltwater Park Pump Station. Correct Equipment, Inc. was the apparent low bidder. He requested the Board award the purchase contract to Correct Equipment, Inc. and to authorize the Manager to execute the contract. This is just a purchase contract and District crews will install the new panel.
M/S/C approving the request.

EMPLOYEE HANDBOOK REVISIONS AND UPDATES / RESOLUTION 2006-10:

The Manager presented information on proposed changes or additions to 15 sections of the employee handbook. He explained that the changes mostly correct, clarify or further describe existing practices of the district. The Board reviewed the changes and compared the changes to the existing handbook sections. He presented Resolution 2006-10 a resolution that provides for these handbook changes, to the Board for their review.
M/S/C approving Resolution 2006-10, which updates the Employee Handbook effective immediately.

ACCEPT AS COMPLETE DX CONTRACT 2005-3 / RESOLUTION 2006-11:

The Manager reported that the Field Representative, Marc Montieth has certified that the sanitary sewer extension for the new Lowes Hardware Store, Developer Extension Contract DX 2005-3 is 100% complete and is ready for final acceptance by the District.
M/S/C approving Resolution 2006-11, which provides for the acceptance as complete of Developer Extension Contract DX 05-3.

ATTENDANCE AT THE WFOA ANNUAL CONFERENCE:

Cordelia Ford requested authorization to attend the Washington Finance Officers Association (WFOA) Annual Conference to be held in Tacoma, September 12 – 15, 2006.
M/S/C approving the request.

REQUEST TO PURCHASE BLOWER FOR SECONDARY DIGESTER MIXING:

The Manager requested permission to purchase a blower for the purpose of mixing the contents of the secondary digester. Three quotes have been obtained as required by the purchasing policy of the District, Resolution 2001-06.
M/S/C approving the request to purchase a blower from the least expensive vendor, Beckwith & Kuffel.

REVIEW OF CERTAIN SALARY RANGES:

The Manager presented the salary information concerning jobs similar to Midway's accounts payable/receivable positions, from the Val Vue and Southwest Suburban Sewer Districts as he was instructed to do at a previous meeting. He suggested that Gina Keohakapu and Karen

Sondheim should be promoted from their current position as AR/AP Clerk II – level G to AR/AP Clerk I – level D. The Board reviewed the information and asked several questions concerning the various job descriptions and the salary ranges. Commissioner Hendrickson made a motion to move Gina and Karen from their current position as AR/AP Clerk II – level G to AR/AP Clerk I – level C. The motion died for lack of a second.

Commissioner Koester moved that Gina Keohakapu and Karen Sondheim be promoted from their current position as AR/AP Clerk II – level G to AR/AP Clerk I – level D. Commissioner Landon seconded the motion. Commissioners Koester and Landon voted in favor of the motion with Commissioner Hendrickson voting against the motion. Having a majority of the Board voting in favor of the motion the motion carried.

REPORT ON PROPOSED SEAWALL AT ZENITH 1 PUMP STATION:

The Manager reported that Kathy McKnight, the daughter of Louis Argano, the owner of the property where the Zenith 1 pump station is located has told the District that she does not want a sheet pile wall installed at her property. There are other bulkhead systems that could work however most of these wall types require the removal of the soil material the District recently placed there. The Board instructed the Manager to contact Ms. McKnight and set up a meeting with her to show her more detailed information about sheet pile walls to see if she might reconsider this type of wall system.

REPORT ON OFFICE EXTERIOR IMPROVEMENTS:

The Manager reported that 8 contractors have been sent plans and specifications for the office exterior improvement project. The bids will be opened on July 10, 2006 @ 10:30 a.m.

OFFICE MANAGER'S REPORT:

Ms. Ford had nothing to report.

COLLECTION SYSTEM SUPERVISOR'S REPORT:

Mr. Crahan reported on the following:

Pump Station Crew

1. Finished building brick wall and landscaping at Zenith 1.
2. Replaced discharge piping on #2 pump at Zenith 1.

Sewer Crew

1. Continuing to gather GPS co-ordinates on sewer MH's. 2,418 located as of June 21st.

2. Continuing to use the diamond cutter on protruding taps and concrete obstructions in the main lines.

ENGINEER'S REPORT:

Mr. Grodt reported on the following:

1. Outfall Permits – Received the Corps of Engineers report today. The water quality permit from the Dept. of Ecology and the outfall easement from the Dept. of Natural Resources still need to be obtained but they are not considered to be a major obstacle.
2. Outfall Pipe Procurement – The pipe procurement is in progress and appears to be on schedule. URS has been working closely with the pipe supplier.
3. Outfall Design – Plans and specifications are nearly complete. The project will be advertised for bid on July 7, with a bid opening scheduled for August 8, and an award of contract on August 9.
4. Sediment Sampling – Sampling is in progress and should be completed tomorrow.

COMMISSIONERS COMMENTS:

Commissioner Hendrickson indicated that he would like to see the Manager more involved in the WASWD association.

The next meeting will be July 15, 2006, at the District office at 9:00 a.m.

The meeting adjourned at 5:22 p.m.

KEN J. KASE

ATTEST:

JACK W. HENDRICKSON -SECRETARY