

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
MARCH 28, 2007**

Commissioners Hendrickson, Koester and Landon were present. Also present: Mrs. Ford, Mr. Crahan, Mr. Grodt, Mr. Griffith, Mr. Snure 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 March 14, 2007.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0270242 through #0270267 in the amount of \$40,596.64, including special vouchers #0270242 through #0270244 in the amount of \$6,710.62. Capital Improvement vouchers #0270011 through #0270013 in the amount of \$271,384.01, including special voucher #0270011 in the amount of \$88,305.51. Board approval of payment of \$30,597.13 for 25 employees for direct deposit of April draw.

**LIENS:**

M/S/C approving the liens as presented.

**RELEASE OF LIEN:**

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

**ATTORNEY'S REPORT:**

Mr. Snure reported on the following:

1. The Trunk Line and Outfall Agreement is in the final form and ready for signature. He summarized the contents of the agreement and the storm drainage easements. The Board indicated that they would prefer to delay approval until such time as the cities and Port have approved the agreements.
2. He has reviewed ES 1368 and District code section 2.04.030 regarding Commissioner compensation and issue of dual compensation for Commissioners serving more than one special purpose district. He will submit a proposed resolution amending District code section 2.04.030 and addressing ES 1368 for discussion by the Board.

**EMERGENCY DECLARATION / 4 SEWER STUBS NEAR 264<sup>TH</sup> PL. S. & 17<sup>TH</sup> AVE. S.  
NEED IMMEDIATE REPAIR:**

The Manager said that it has been discovered that there are 4 sewer stubs owned by the District that have roots or structural failures that most certainly will result in sewer backups if not repaired in a timely fashion. These 4 sewer stubs are in close proximity to 4 other sewer stubs serving the opposite side of the street. In order to expedite these repairs he has declared an emergency and has made arrangements to get these stubs repaired immediately. In order to accomplish this he has waived the requirements of RCW 56.08.070. He has complied with District code as indicated in section 5.28.070. A contractor has been obtained to perform these repairs on a time and materials basis.

M/S/C approving the Manager's actions concerning these emergency repairs.

**DNR AQUATICS LAND EASEMENT 51-071144 / SIGNATURE:**

The Manager reported that the Washington State Dept. of Natural Resources (DNR) has sent an aquatic easement providing for the placement of the 48" submarine outfall within Puget Sound. The easement requires payment of \$88,305.51 as compensation for commercial shellfish damages, proof of adequate insurance, and has numerous conditions that place environmental and property damage responsibility on the District. The easement is for a 30 year period. Before this easement goes into effect it needs to be signed by the President of the Board and the Public Lands Commissioner.

M/S/C authorizing Commissioner Hendrickson to sign DNR aquatic land easement 51-071144.

**SALT AIR HILLS SEWER REPLACEMENT / ADDITION TO CFP / PWTF  
APPLICATION:**

The Manager reported that it is known that the Salt Air Hills area of the District owned sewer collection system has numerous pipeline defects. If all the defects were lumped into one replacement contract it would involve over 10,000 lineal feet of sewer. The estimated cost of this project is almost \$5 million dollars. He suggested that this project be added to the existing Capital Facilities Plan. He also suggested that the District pursue a Public Works Trust Fund preconstruction loan for the design and a construction loan for the construction. The loan application deadline is April 5, 2007.

M/S/C approving the addition of the Salt Air Hills sewer replacement project to the existing Capital Facilities Plan of the District and the application of Public Works Trust Fund loans to assist with the financing of the project.

**REQUEST TO REPLACE 1993 CROWN VICTORIA:**

The Manager requested authorization to replace the existing 1993 Crown Victoria known as MS1 with a new vehicle. He suggested purchasing a 2008 Chevrolet Impala through the Washington State Office of Procurement.

M/S/C approving the purchase of a 2008 Chevrolet Impala as a replacement for MS1.

**EDUCATIONAL REQUEST OF CORDELIA FORD TO ATTEND 2 DAY WEBSITE SOFTWARE TRAINING:**

The Office Manager requested authorization to attend a 2 day course on Front Page 2003, which is website software. This training would be helpful for the maintenance of the District's website. The Course is to be held in Lacey, WA April 19 through 20.

M/S/C approving the request.

**WASWD INQUIRY INTO EMPLOYEE EMERGENCY PREPAREDNESS KITS:**

The Manager reported that the Washington Association of Sewer and Water Districts has inquired about the District's level of interest in purchasing employee emergency preparedness kits. The kits are intended to be taken home by the employees to prepare them to be better able to return to work in the event of a major disaster.

Commissioner Hendrickson moved to purchase the kits but the motion was not seconded.

**SR 509 STATUS:**

The Manager reported that he met with WSDOT staff concerning the status of SR509. They told him that the SR 509 extension project would be built on the fast track using the design-build method if the Regional Transportation Investment District (RTID) measure is approved in this upcoming November 2007 general election. If approved then the District would have approximately 2 years to remove all sewer facilities impacted by the SR 509 extension. It would be premature to move any facilities prior to the election.

**POS IS CONSIDERING THE REPLACEMENT OF IWS SEGMENT:**

The Manager reported that the Port of Seattle (POS) is considering the replacement of a segment of the industrial waste sewer (IWS) that lies within POS property. District staff does not object to the idea but would suggest having a consultant examine the hydraulic impacts, especially downstream of any replacement, and also check for any impacts to the existing or new outfall.

**OFFICE MANAGER'S REPORT:**

Ms. Ford reported on the following:

She has been in contact with several companies regarding outsourcing the printing and mailing of bills, as well as a "lockbox" service for payment processing. She requested approval to not pursue filling the Billing Clerk position and instead outsource the printing, mailing and payment processing services. She also requested authorization to make the decision on the outsourcing company used.

Other duties that are part of the Billing Clerks' position will be reviewed and re-assigned to current staff as appropriate.

With the loss of an office staff member, there may be times when office staff may be short-handed, in times of illness or vacations. The Office Manager will try to minimize any impact to our customers.

M/S/C authorizing the Office Manager to out-source the printing, mailing and payment processing services and to have full decision making control concerning which vendor(s) to select for these services.

**COLLECTION SYSTEM SUPERVISOR'S REPORT:**

Mr. Crahan had nothing to report.

**PLANT SUPERVISOR'S REPORT:**

Mr. Griffith reported the following:

1. On Tuesday the 27<sup>th</sup> the Dept of Ecology came out for a Level II inspection. The inspectors were being inspected themselves by a representative of the EPA. This made the inspection much more detailed than normal and lasted 4 hours. The ending comments from them were that we do a good job here which is what they generally find from Sewer Districts. They will be sending their report to us soon.
2. Gail Small has requested through her supervisor, that her title be changed from Lab Technician to Water Quality Technician.

M/S/C authorizing the change in the job title "Lab Technician" to "Water Quality Technician".

**ENGINEER'S REPORT:**

Mr. Grodt reported on the following:

1. Mixing Zone Study – The Department of Ecology has approved the mixing zone study (Diffuser Dilution Modeling).
2. Outfall Easement – The easement from the DNR for the outfall is basically complete.
3. Outfall Construction Meeting– Held a pre-construction meeting on March 27, 2007. There will probably be 2 or 3 more meetings before construction starts.

The next meeting will be the Commissioners Workshop April 9, 2007, at the District office at 9:30 a.m., and the next regular meeting will be held April 11, 2007, at the District office at 9:30 a.m.

The meeting adjourned at 4:57 p.m.

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KEN J. KASE

ATTEST:

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GEORGE LANDON -SECRETARY