

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
MARCH 8, 2006**

Commissioners Hendrickson, Landon and Koester were present. Also present: Mr. Crahan, Mr. Griffith, Ms. Ford, Mr. Snure, Mr. Grodt, Mr. Hua, 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 February 22, 2006.

VOUCHERS:

M/S/C approving Maintenance vouchers #0260178 through #0260235 in the amount of \$119,188.40, including special vouchers #0260178 and #0260185 through #0260195 in the amount of \$46,943.71. Capital Improvement voucher #0260008 in the amount of \$13,897.01. Board approval of payment of \$50,691.31 for 27 employees for direct deposit of the March payroll.

ADDITIONS:

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

ADJUSTMENTS:

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

ALAN HUA'S DISPUTE OF HIS LATE PAYMENT PENALTY (ACCT. #002131000):

Mr. Hua told the Board that in the past he has had a good payment history. In the last six months or so, he did not receive his bills from the Midway Sewer District three times in a row, although he did receive his late payment notices each time. For this reason he did not pay these bills prior to the due date. His first penalty was excused however the other two late charges were not excused. He does not feel that he should have to pay the late charges because he did not get the bills in a timely fashion.

Mr. Kase told the Board that the bills were sent in the regular mail and they were not returned by the post office. The District had no way of knowing whether or not he received his bill.

Ms. Ford told the Board that she will personally verify the existence of Mr. Hua's next sewer bill and she will also fax a copy to him.

Mr. Koester explained to Mr. Hua that if he does not get his bill he should contact the District and request another bill. He explained that the Staff followed the existing District policy concerning billing procedures. He suggested that Mr. Hua use a spreadsheet or some other

method to track his reoccurring bills. The Board denied Mr. Hua's request for an excuse of his late charges.

**REVIEW OF BID RESULTS FOR THE REPLACEMENT AND UPGRADE OF THE
ATS – CONTRACT 06-01:**

Mr. Grodt reported that two sealed bids were received for the Replacement and Upgrade of the ATS – Contract 06-01. One of the bids was considered unresponsive because they did not use the contract bid forms and their proposal omitted several items. The other bid received was over twice the engineer's estimate. He recommended rejecting all bids. He also recommended soliciting electrical contractors to be added to our Small Works Roster, so that the project can be re-bid using the Small Works Project procedures.

M/S/C approving Mr. Grodt's recommendations.

ATTENDANCE AT THE WWCPA MAY 24 & 25, 2006, IN KELSO, WASHINGTON:

Mr. Kase requested authorization to send up to two employees to the Washington Wastewater Collection Personnel Association's 39th Annual Sewer Maintenance School, May 24 & 25, 2006, in Kelso, Washington.

M/S/C approving the request.

REPORT ON PROGRESS OF THE TRUNK AND OUTFALL USE AGREEMENT:

The Manager reported that he has forwarded the Board's comments from the previous meeting to the Des Moines Creek Basin representative, Don Monaghan, and he has spoken with him and exchanged emails concerning outfall ownership, assumption by cities and liability insurance.

The two parties remain separated on these issues. He will continue to work with Mr. Monaghan towards an acceptable agreement.

REVIEW OF PROPOSED NEWSLETTER ARTICLES:

The Manager distributed draft newsletter articles that could be used in the Spring 2006 District newsletter.

OFFICE MANAGER'S REPORT:

Mrs. Ford reported on the following:

1. We are moving ahead with the billing portion of the Val Vue Agreement. We have created accounts for Area One, which are accounts that Val Vue bills the customer and pays us. We set the accounts up in our system with Val Vue as the customer and the actual owner as the owner. That was done so that when the bills are printed, they will all say Val Vue, and none will be mailed to the customers on accident. The types of customers in Area One are commercial, so we have contacted Highline Water and have provided them with the information to give us monthly reports of consumption,

so that we can “bill” Val Vue. My next step is to contact the Office Manager at Val Vue and start a discussion on the Area One customers.

2. I am working on the variance report. At year-end, the CPA’s go thru all our G/L accounts, and make a list of those revenue and expense accounts which vary from the year-end balance of the same G/L from the previous year. This year, there are 11 revenue accounts and 29 expense accounts. I have completed the revenue section and am part-way thru the expense section. This is done to make sure that items are coded correctly. This information also can be helpful with the State Auditor.
3. I am in the process of switching printing companies. We will now be working with the Washington State Department of Printing. I have met with a few of their representatives. Working with them will allow us to reorder items off their web site, as well as get better prices. They also have a program where we can get cheaper rates at local printers, such as Kinko’s.
4. We are in the research phase of switching IT Technicians. I have contacted the company that works on the computers for Highline as well as PACE Engineering. Ken and I met with the representative from ISoutsource.com, who works on PACE’s computers. I will be contacting other districts to see who they use.

COLLECTION SYSTEM SUPERVISOR’S REPORT:

Mr. Crahan reported that as a result of “pigging” the force main and replacing the pumps at the 16th Ave. pump station a gain in overall pump station performance of about 410 GPM or almost 14% capacity increase has been realized.

TREATMENT PLANT SUPERVISOR’S REPORT:

Mr. Griffith reported on the following:

1. The roll-up doors in the original plant building are having problems. The brake-motors for the actuators are no longer available. We have a representative from Doors West coming out today to give us some options.
2. When Centimark Roofing comes out to modify the drains on the Lab/Office building that project will finally be finished.

ENGINEER’S REPORT:

Mr. Grodt reported on the following:

1. Outfall Permits - The documents from the consulting agencies, NOAA Fisheries and USFWS still has not submitted their documents to the Corps of Engineers. The project manager for the Corps of Engineers has requested that her supervisor contact both

consulting agencies and ask them to expedite their work. The Corps can write the permit in 2 weeks.

2. Sampling Study – The Department of Ecology has finally commented on the sampling study that was submitted almost a year ago. The comments will be addressed and resubmitted.
3. Zenith Pump Station Slope Stabilization – It appears that some failure of the recent slope stabilization project may be due at least in part to the recent storm. Recommend that the project be monitored over a period of time to see if the slope has stabilized.

ATTORNEY'S REPORT:

Mr. Snure reported on the following:

1. One customer is in foreclosure and payment is pending.
2. Two customers have received a notice of intent to foreclose
3. There are 5 customers subject to Trustee sales.
4. There are 5 customers in bankruptcy.

The next meeting will be March 22, 2006, at the District office at 4:00 p.m.

The meeting adjourned at 10:12 a.m.

KEN J. KASE

ATTEST:

JACK W. HENDRICKSON - SECRETARY