

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

Commissioners Koester, Hendrickson and Landon were present. Also present: Ms. Kazuko McColley, Mr. John Foster, Mr. Grodt, Mr. Griffith, Mr. Crahan, Ms. Ford, 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 November 7, 2007.

VOUCHERS:

M/S/C approving Maintenance vouchers #0270965 through #0271018 in the amount of \$101,501.52, including special vouchers #0270965 through #0270973 in the amount of \$32,378.93.

Capital Improvement vouchers #0270050 through #0270051 in the amount of \$57,030.21.
Board approval of payment of \$27,622.13 for 23 employees for direct deposit of December draw.

LIENS:

M/S/C approving the liens as presented.

RELEASE OF LIEN:

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

EASEMENT WIDTH VARIANCE REQUEST (FOSTER SEWER EXTENSION):

The Manager presented a letter from Joseph Sanford, of Specialty Structures, Inc. dated November 21, 2007. The letter requested allowing a 7.5 foot wide easement instead of the usual 10 foot wide easement. Homeowners both east and west of the 7.5 foot wide alley are unwilling to grant a 2.5 foot wide easement. The area in question is the alley lying westerly of Marine View Drive and northerly of S. 242nd St. The length of the 7.5 easement would be 50 feet. The Manager pointed out that it is not an easement but instead an alley, which is a public right of way. The remaining width of this particular alley following partial vacation is 7.5 feet.

M/S/C allowing Mr. Sanford's request.

SALTWATER STATE PARK REQUEST OF WAIVING JAN/FEB BILLING IN EXCHANGE FOR EASEMENT:

The Manager presented a letter from Lynn Harmon the Lands Program Coordinator for the Washington State Parks and Recreation Commission dated November 5, 2007. The letter asks the Board to waive the Saltwater State Park January & February sewer bill every year in exchange for an easement the District requested to allow for a generator to be placed for the

sewer pump station located in the park. The Manager said that he felt the compensation the Parks is requesting is excessive. He indicated that the existing easement that the District already has may be adequate for our needs.

M/S/C denying the request to waive the Saltwater State Park January & February sewer billing.

CHANGE TO THE DECEMBER REGULAR MEETING SCHEDULE / RESOLUTION 2007-18:

The Manager presented Resolution 2007-18 to the Board for their review. This resolution changes the meeting schedule for December, 2007.

M/S/C approving Resolution 2007-18 as presented.

COMPLETION OF DEVELOPER EXTENSION CONTRACT 06-4 / RESOLUTION 2007-19:

The Manager reported that the conditions of developer extension contract DX 06-4, with Creative Brothers, Inc., have been satisfied and the project is 100% complete. It is now ready for acceptance by the District.

M/S/C approving Resolution 2007-19 which provides for the acceptance of DX 06-4 as complete.

CHANGE ORDERS #2 & #3 TO CONTRACT 2006-02 (SUBMARINE OUTFALL):

The Manager presented change orders #2 & #3 to the Board for their review. Change order #2 included deductive amounts that offset the additions, resulting in a no cost change order. Change order #3 is a deductive change order mostly resulting from the difference between the estimated quantities and the actual quantities used for this unit price contract. It also is essentially a no cost change order.

M/S/C approving change orders #2 & #3 to Contract 2006-02 as submitted.

COMPLETION OF CONTRACT 2006-02 (SUBMARINE OUTFALL) / RESOLUTION 2007-20:

The Manager presented Resolution 2006-02 to the Board for their review. This resolution provides for the acceptance as complete of Contract 2006-02.

M/S/C approving Resolution 2007-20 as presented.

REVIEW OF DRAFT WINTER 2008 NEWSLETTER:

The Manager asked the Board if the draft of the Winter 2008 newsletter was acceptable and ready to be sent to the printer. The Board indicated that it was acceptable.

M/S/C authorizing the Manager to have the Winter 2008 newsletter printed and then circulated to the District's customers starting in January 2008.

TIM CAMPBELL'S EDUCATIONAL REQUEST – LEADERSHIP – UW (TACOMA):

The Manager reported that Tim Campbell has requested authorization to attend leadership training offered during the winter quarter at the University of Washington/Key Bank Professional Development Center, in Tacoma. The class meets Fridays from 8:30 am until 12:30 pm. Commissioner Koester said that existing policy only provides for reimbursement of this type of course. The Board said that they do not object to reimbursement for this course, however Mr. Campbell will either have to take time off or work compensating time to offset his time away from work to attend this course. He should fill out the standard educational request form for action at a future meeting.

NORTH HILL SEWER EXTENSION BID OPENING SET FOR DECEMBER 11, 2007:

The Manager reported that a bid opening has been set for 10:30 am. on December 11, 2007, for the North Hill Sewer Extension, Contract 2007-1.

MANAGER REPORT:

The Manager distributed his written report on revisions to policies he is working on, current developer extensions and their status, on-going District projects, and 3 miscellaneous items.

OFFICE MANAGER REPORT:

Ms. Ford reported the following:

1. The landscapers have been working on our project, and should be done in the next few days.
2. At the last meeting she stated that she would be bringing her recommendation on a company for payment processing. There are two different paths for payment processing, outsourcing and in-house scanning. The Office Manager is proposing that the District move to an in-house solution. In the long run, it will be cheaper for the District. She has received quotes from 2 companies for in-house solutions. Both of the quotes are over \$10,000.00. For purchases over \$10,000, the bid process is required. The Office Manager requested approval to prepare, distribute and collect bids from companies for an in-house scanning program.

M/S/C approving her request.

3. The CPA's were here for our 3rd Quarter compilation last week.

TREATMENT PLANT SUPERVISOR REPORT:

Mr. Griffith had nothing to report.

COLLECTION SYSTEM SUPERVISOR'S REPORT:

Mr. Crahan reported on the delivery of the recently ordered new District dump truck.

ENGINEER REPORT:

Mr. Grodt reported on the following:

1. Mixing Zone Study – The Study is completed and sent to Ecology for approval.
2. Sediment Sampling, Analysis, and Report – Sediment analysis is nearly completed and ready to submit.
3. Outfall – The permit status report needs to be submitted and the “As-Builts” completed.

The next meeting will be December 12, 2007, at the District office at 9:30 a.m. There will be a Commissioners Workshop on December 10, 2007, at the District office at 9:30 a.m.

The meeting adjourned at 4:52 p.m.

KEN J. KASE

ATTEST:

GEORGE LANDON -SECRETARY