

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
OCTOBER 10, 2007**

Commissioners Hendrickson, Koester, and Landon were present. Also present: Mr. Crahan, Ms. Ford, 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 September 27, 2007 and the Workshop of October 8, 2007.

**VOUCHERS:**

M/S/C approving Maintenance vouchers #0270825 through #0270879 in the amount of \$205,677.56, including special vouchers #0270825 through #0270834 in the amount of \$29,570.26. Capital Improvement vouchers #0270042 through #0270045 in the amount of \$1,379,013.88. Board approval of payment of \$55,776.95 for 28 employees for direct deposit of the October payroll.

**ADDITIONS:**

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

**ADJUSTMENTS:**

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

**TRAVEL, LODGING AND MEALS / RESOLUTION 2007-14:**

The Manager presented Resolution 2007-14 to the Board for their review as requested at the previous meeting. This resolution amends the existing policy on travel, lodging and meals. Commissioner Hendrickson indicated that the wording in section (d) was ambiguous and may cause confusion for employees traveling outside of Washington, Oregon and Idaho. He instructed the Manager to clarify section (d) for consideration at the next meeting.

**CHANGE ORDER No. 1 TO CONTRACT 06-02 – THE SUBMARINE OUTFALL:**

The Manager presented change order No. 1 to contract 06-02 (the Submarine Outfall) to the Board for their review. He explained that this change order is to compensate the contractor for the value of the sheet piling used for the receiving pit. During construction it was determined that it would be safer to cut off the sheet piling 3 feet below grade instead of removing the piling. M/S/C approving change order No. 1 to contract 06-02 as presented.

**24" TRUNK AND 30" OUTFALL SURPLUS TO THE NEEDS OF THE DISTRICT /  
RESOLUTION 2007-15:**

The Manager reported that the District has been discharging all of its treatment plant effluent into the new 48" outfall since about 7:00 am on the morning of September 30, 2007. Midway shares its outfall with the Port of Seattle's SeaTac Airport industrial treatment plant. The POS continued to discharge into the older 30" outfall until their IWS flow was switched to the new 48" outfall on Tuesday, October 2, at about 3:00 pm. Since that time the old 30" outfall has not been used. Pursuant to the Trunk Line & Outfall Transfer Agreement, approved by the District on April 30, 2007, this would be the appropriate time to complete the Bill of Sale and Conveyance form which would transfer a portion of the 24" trunk sewer and the entire 30" outfall to the Cities of SeaTac and Des Moines and the Port of Seattle. He presented Resolution 2007-15 and the Bill of Sale and Conveyance form to the Board for their review. M/S/C approving Resolution 2007-15 and the Bill of Sale and Conveyance form as presented.

**REVISED SEWER EASEMENT – DOVEY PROPERTY VICINITY OF S. 225<sup>TH</sup> ST. &  
16<sup>TH</sup> AVE. S.:**

The Manager reported that the owner of tax parcel 1622049067, Pitzer Homes, Inc., has requested that the District allow a reduction in the width of the existing sewer easement on this property (King County recording number 9407121086). The existing easement is 30 feet in width and the property owner would like to reduce that easement to 15 feet in width. The Manager said that the new easement would be adequate for the needs of the District. M/S/C approving the revised width sewer easement as presented.

**PLANNING FOR COMMISSIONERS RETREAT 2008:**

The Manager inquired if the Board had selected a schedule and location for the 2008 Commissioners Retreat. They had not, but after some deliberation, chose the first weekend in May to be held in Leavenworth, Washington. The Manager said he would attempt to make the necessary arrangements and report back.

**MANAGER REPORT:**

1. **Development and Revisions to District Policies:**
  - A. Draft Infiltration and Inflow policy development – This document is being edited to include the changes requested by the Board at the October 8, 2007 workshop.
  - B. Developer Extension policy – There is currently no written policy of the District to govern developer extensions. A draft policy is being developed for review by the Board at a future meeting.
  - C. Updates to the employee handbook to include recent changes is ongoing and will need review by the attorney before release.

2. **Developer Extension Projects that require extra attention:**

- A. Blueberry Lane – no new developments
- B. DX05-4 Graceview - Pipe installed, need punch list, as-builts and paperwork
- C. DX05-5 Prasad - No Change
- D. DX06-1 Zenith Viewpoint - Pipe installed. Another contractor broke the force main last Friday. It was repaired.
- E. DX06-4 Creative Bros - Pipe installed, Asphalt and as-builts approval pending.
- F. DX07-1 Judson Park - 90% complete
- G. DX07-3 Midway Elementary - Just started
- H. DX07-4 Fred Meyer - 50% Complete
- I. A 34 unit “Town Home” development has been proposed in the vicinity of 15<sup>th</sup> Ave. S. and S. 216<sup>th</sup> St.

3. **Ongoing District Projects:**

- A. Comprehensive Sewer Plan Update – work continues to get that document finalized.
- B. GIS Development – Walt is in the process of learning how to use the Wincan and Cityworks software packages as sewer maintenance software. Stan has been concentrating on catching up on the permits. He is attempting to draft all newer side sewer permits in autocad and placing that information into the District GIS system.
- C. (Newman) – North Hill Sewer Extension – Final plans have been received and staff needs to review them one more time to ensure they are ready. This project will then be advertised for contractors to bid on. The bid results will be reported at a future meeting.
- D. Salt Air Hills Sewer Replacement Project – Highline Water District has requested that we delay going out to bid until the fall of 2008 in order to facilitate the coordination of our project with theirs.
- E. 16<sup>th</sup> Ave. Sewer Replacement – The streets are set to be paved, however this work is weather dependant. There are plans to shut down entire sections of this road in order to do the paving.

- F. Zenith Pump Station Slope Stabilization – No change since last meeting. This is a private project that we are contributing towards. Kathy McKnight got her permits last Tuesday, however her contractor has told her that he is busy and will not start until the end of October (a bad time of year to start). The work is expected to take about 3 weeks to complete.
- H. Saltwater State Park Pump Station Generator – I continue to wait for written permission from State Parks before we proceed with the procurement and installation of this generator. I had been told that they will provide this written permission.
- I. SR 509 – No change since the last meeting. I have been pressing the issue of obtaining easements that will be needed to relocate sewers as a result of the extension of SR 509. This issue has been open for some time and WSDOT is responding very slowly. I am concerned that their schedule may be faster than the District can handle without their assistance.

**4. Miscellaneous:**

- A. I applied for some unclaimed property that the Dept. of Revenue has had since about 1982. Yesterday I received a check in the amount of \$114.10. They did not provide an explanation of where the money came from. I would like to know but may never know.
- B. Seaview Apts. Claim – Reconstruction is expected to take about 6 to 8 weeks.

**OFFICE MANAGER REPORT:**

The Office Manager reported that she has requested pricing from Springbrook Software for upgrading to Version 7. She has not received it yet and will present it when she does. She is hoping to upgrade to Version 7 in the middle of 2008.

The Office Manager also reported that she is still doing research as to automating cash receipts. The options are outsourcing the payment processing or continuing to do it in-house with a purchased scanner machine. She will continue research and present the information at a later date.

The Office Manager reported that she has been participating in web demos of software she is looking at for loan administration. This software would be for Connection Charge Agreements in the future, as well as for the I & I program. She is continuing to do research on the various companies that provide loan software. She will continue to view demos and get pricing, and will present that information at a later date.

**COLLECTION SYSTEM SUPERVISOR REPORT:**

Mr. Crahan had nothing to report.

**ENGINEER'S REPORT:**

Mr. Grodt reported the outfall construction is substantially complete. The "cut-over" from the old outfall has been made and treated effluent is now running through it. The repair to the old outfall has also been completed.

**ATTORNEY'S REPORT:**

Mr. Snure reported on the following:

**Collections:**

1. There are 6 customers in bankruptcy.
2. There are 2 customers in the foreclosure process.
3. There is 1 customer pending foreclosure.
3. There are 11 customers pending trustee sales.

**COMMISSIONERS COMMENTS:**

Commissioner Hendrickson said that he would like to change the regular meeting schedule for November. He wants to move the November 14<sup>th</sup> meeting to November 7. He also reminded those in attendance that the Commissioners Workshop will be held on November 5<sup>th</sup> instead of November 12 as previously agreed. He asked for a resolution amending the regular schedule to be available at the next Board meeting.

The next meeting will be held on October 24, 2007, at the District office at 4:00 p.m. and there will be a Commissioners Workshop on October 16, 2007, at the District office at 9:30 a.m.

The meeting adjourned at 10:23 a.m.

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KEN J. KASE

ATTEST:

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GEORGE LANDON - SECRETARY