

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
OCTOBER 11, 2006**

Commissioners Hendrickson, Landon and Koester were present. Also present: Mr. Griffith, Ms. Ford, Mr. Crahan, Mr. Snure, Mr. Grodt, 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 September 27, 2006.

VOUCHERS:

M/S/C approving Maintenance vouchers #0260869 through #0260932 in the amount of \$116,767.86, including special vouchers #0260869 through #0260877 in the amount of \$30,023.60. Capital Improvement vouchers #0260040 through #0260043 in the amount of \$31,467.65. Board approval of payment of \$49,799.09 for 28 employees for direct deposit of the October payroll. Board approval of automatic payments to be made in October in the amount of \$54,345.06 for taxes and State Retirement contributions.

ADDITIONS:

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

ADJUSTMENTS:

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

2ND QUARTER 2006 FINANCIAL STATEMENTS:

Financial statements of the District that compare the first six months of 2006 to the first 6 months of 2005 were reviewed by the Board. It was noted that operating revenue was up slightly but so was operating expense, yielding less operating income compared to the prior period.

**INTERLOCAL AGREEMENT WITH DES MOINES FOR 16TH AVE. S.
IMPROVEMENTS:**

The Manager presented an interlocal agreement between the City of Des Moines and the District which provides for the replacement of sewers along 16th Ave. S. which lie within the scope of the city's street improvement project. The engineer's estimate for the sewer portion of this project is approximately \$2 million dollars. He requested authorization to sign the agreement on behalf of the District.

M/S/C approving the interlocal agreement and authorizing the Manager to sign it on the District's behalf.

EDUCATIONAL REQUEST FOR PESTICIDE SAFETY AND CERTIFICATION TRAINING FOR 2 EMPLOYEES IN POULSBO, WASHINGTON:

The Manager requested authorization to send two employees to pesticide recertification training to be held in Poulsbo, Washington, October 19 & 20, 2006.

M/S/C approving the request.

SWSSD REQUEST FOR LETTER OF SUPPORT FOR 2 ISLAND ANNEXATIONS:

The Manager said that the Southwest Suburban Sewer District has requested that Midway Sewer District support their two proposed annexations. Both of these proposed island annexations are consistent with the service and corporate boundaries agreed to between the two districts on February 23, 1983, and authorized by Southwest Suburban Sewer District resolution #83-6 and Midway Sewer District (fka Des Moines Sewer District) resolution #1983-12.

M/S/C authorizing support of Southwest Suburban Sewer District's Huntington Park East and Lowe's Terrace No. 8/Sierra Homes Add. No. 2 annexations.

MIKE BALLEW CLAIM FOR DAMAGES:

The Manager reported that he has been contacted by a Mr. Mike Ballew who is claiming damage to his vehicle from a manhole that sticks about 6" above the ground surface in an alley in Des Moines. The Manager requested authorization to handle the claim without involving the insurance company if the total damage amount claimed is less than \$1,200.00.

A motion was made and seconded with Commissioners Hendrickson and Landon voting to approve and Commissioner Koester voting against the Manager's request.

COMMISSIONERS RETREAT 2007 - PLANNING:

The Manager inquired about when and where the Board would like to hold the 2007 Commissioners Retreat. The Board indicated that they prefer the Leavenworth location and asked the manager to try to make reservations for June 9, 2007.

CORDELIA FORD'S OFFICE MANAGER REPORT:

1. Requesting approval to attend the following conferences in 2007:
 - Annual Springbrook User Group Conference – May 9 – 11, 2007. To be held in Portland, Oregon.
 - Annual WFOA (WA Finance Officers Assn) Conference – September 18 – 21, 2007. To be held in Kennewick, WA.

M/S/C approving Ms. Ford's attendance at these two conferences.

2. Plant copier purchase:

The copier at the plant was purchased and installed in 1995. It has reached its life expectancy, and we have received a letter from the company that carries the maintenance agreement that they will no longer support the machine.

We consulted the state contract for copiers as well as KCDA pricing and contacted three companies: Xerox, Imagistics who sell the Oce' machine, and Ikon who sell Canon copiers. We met with sales people and saw copier demos.

Plant management would like approval to purchase a Canon imageRunner 2270 for \$5,948.34 from Ikon.

We saw this machine at Lakehaven Treatment Plant, and it is a good machine, has all the features we wanted. The machine has the capability to be used as a printer, where you print your documents from the computer directly to the copier. It also can do scanning, which is a very important feature.

This machine was the 2nd cheapest machine that we looked at, but the cheapest machine had a cumbersome scanning feature, and for \$400 more, we thought that it was worth paying a little more for this machine.

We had talked to Barak from Lighthouse Consulting, who suggested the Canon, due to his experience with that machine at other locations.

M/S/C approving the purchase of a Canon imageRunner 2270 from Ikon.

3. I would like to schedule the Midway Sewer District Employee Meeting and Holiday meal for Friday, December 15, 2006.

M/S/C authorizing the catered employee meeting to be held December 15, 2006.

4. I will be working with our attorney to rewrite our section of the Handbook regarding Workers Compensation. We had an employee who was out on an L & I claim who wants to buy back some of the sick leave paid to him while he was off. The current policy was not revised on our recent revision of the Handbook, and needs to be updated and clarified on our policy and how the program works.

WALT CRAHAN'S COLLECTION SYSTEM SUPERVISOR REPORT:

Mr. Crahan reported on the following:

Stations:

1. Crew continues upgrade of wet well electrical components and control panel @ Zenith.

Sewers:

1. Resumed locating MH's for GIS.
2. Resumed video inspection of lines in Section D.

TREATMENT PLANT SUPERVISOR'S REPORT:

Mr. Griffith reported on the following:

1. Two of our employees attended the PNCWA conference in Coeur d'Alene Idaho last week. Each of the came away with some information they found useful.

2. We are continuing to install the new Gardener Denver blower for mixing the secondary digesters.

3. Some snails have begun to show up but not in the quantities we saw two years ago. What we have seen does not warrant designing an apparatus for removing them.

ENGINEER'S REPORT:

Mr. Grodt reported on the following:

1. Mixing Zone Study – The Dept. of Ecology is in the process of reviewing the mixing zone study/technical memorandum No. 1 addendum. The addendum incorporates Ecology's previous comments along with Port of Seattle comments.

2. Outfall Permits – URS has contacted the State Dept. of Fish and Game about moving the start date for the outfall from August 1 to July 15. URS is in the process of compiling a list of reasons that this request should be granted. URS is also working on the addendum to the biological evaluation for the upcoming ESA listing for Steelhead and the critical habitat issues for Orcas, Bull Trout and Marbled Murrelets. Completion of the above work is estimated at the end of October.

ATTORNEY'S REPORT:

Mr. Snure reported on the following:

Collections:

1. There are 5 customers in bankruptcy.
2. There are no pending foreclosures.
3. There is 1 active foreclosure.
4. 4 other accounts are being foreclosed by others and our liens are superior to their claims.

COMMISSIONERS COMMENTS:

Commissioner Landon requested the Manager to replace the ramp wall with either a replacement wall or a steel railing.

The next meeting will be October 25, 2006, at the District office at 4:00 p.m.

The meeting adjourned at 10:15 a.m.

KEN J. KASE

ATTEST:

JACK W. HENDRICKSON - SECRETARY