

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
OCTOBER 24, 2007**

Commissioners Koester, Hendrickson and Landon were present. Also present: 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 October 10, 2007 and the Workshop of October 16, 2007.

VOUCHERS:

M/S/C approving Maintenance vouchers #0270880 through #0270920 in the amount of \$49,502.47, including special vouchers #0270880 through #0270884 in the amount of \$6,112.26. Capital Improvement voucher #0270046 in the amount of \$19,609.67. 2007 Preconstruction voucher #0270003 in the amount of \$13,378.50. Board approval of payment of \$27,622.13 for 23 employees for direct deposit of November draw.

LIENS:

M/S/C approving the liens as presented.

RELEASE OF LIEN:

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

SECTION 310 OF EMPLOYEE HANDBOOK / RESOLUTION 2007-14:

The Manager presented a revised Resolution 2007-14 which includes the modifications the Board requested at the October 10, 2007, meeting. This resolution would change the existing policy on travel, lodging and meals.

M/S/C approving Resolution 2007-14 as presented.

EMPLOYEE SALARY ADJUSTMENT AND BENEFITS FOR 2008:

The Manager said that because the PEBB program open enrollment period is coming soon it would be helpful to the employees to know what to expect as far as salaries and benefits for 2008 is concerned. As discussed at the Commissioners Workshop on October 16, 2007, management had suggested a 5% salary increase for all employees and the continuance of the District providing health insurance as offered by the Washington State Health Care Authority's PEBB program for all employees, their spouse and children.

M/S/C authorizing a 4% salary increase for all employees effective January 1, 2008 and the continuance of the District providing health insurance as offered by the Washington State Health Care Authority's PEBB program for all employees, their spouse and children.

CHANGE TO THE REGULAR MEETING SCHEDULE / RESOLUTION 2007-16:

The Manager presented Resolution 2007-16 to the Board for their review. This resolution changes the meeting schedule for November, 2007.

M/S/C approving Resolution 2007-16 as presented.

SMALL WORKS PROJECT 2007-A – CONTRACT WITH ASPHALT PATCH SYSTEMS, INC.:

The Manager presented the contract for small works project 2007-A to the Board for their review and execution. This contract is for asphalt patching at several locations.

M/S/C approving the contract for small works project 2007-A as presented and authorizing the Manager to execute the contract.

LETTER TO WASWD LEGISLATIVE COMMITTEE:

The Manager presented a letter addressed to the WASWD Legislative Committee that suggests they pursue legislation concerning side sewer inspections at the time real property is sold. He said he had been instructed by the Board at the October 8, 2007, Commissioners Workshop, to draft such a letter.

M/S/C approving the letter as presented.

WASWD MEETING NOTICES BY EMAIL:

The Manager said that WASWD could save time and money by emailing notices instead of mailing them. In order for this to occur, WASWD needs a signed authorization form.

M/S/C authorizing WASWD to send notices to the District via email in lieu of mailing by US Postal Service.

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 – Discussed with staff their requests for required information and drafting standards for all future electronic files to be added to the District GIS system. Staff has met with the attorney concerning the drafting of this proposed policy.

2. Developer Extension Projects:

- A. Blueberry Lane – no new developments

- B. DX05-4 Graceview - Pipe installed, the stubs are dirty and need to be flushed before a punch list is developed, as-builts and paperwork are pending.
- C. DX05-5 Prasad - No Change - No activity.
- D. DX06-1 Zenith Viewpoint - Pipe installed. Another contractor broke the force main last Friday. It was repaired. Video inspection revealed a substandard repair and a final repair is pending.
- E. DX06-4 Creative Bros - Pipe installed, Asphalt complete and as-builts are being reviewed with final approval pending.
- F. DX07-1 Judson Park - the mainline is essentially complete and the side sewers can be connected as soon as the mainline is accepted.
- G. DX07-3 Midway Elm. – All the pipe is in the ground and testing should be done this week.
- H. DX07-4 Fred Meyer – All the pipe is in the ground and tested. Side sewer items remain.
- I. Nhut Short Plat - We have received plans for a sewer extension to serve a 4 lot short plat in the vicinity of S. 253rd St. and 20th Ave. S.

3. **Ongoing District Projects:**

- A. Comprehensive Sewer Plan Update – PACE staff have been coordinating with the various cities and reviewing land use and policy information to obtain the best information we can on their current plans, recent development proposals etc. This info, along with the recent projections from PSRC, is being incorporated into the population projections and ultimately, flow projections for the Plan. We expect to have the flow projections complete by the end of October and ready to incorporate into the model. As far as the model is concerned - We have Walt's flow data and are trying to correlate it with system age and pipe material such that we can incorporate it into our I & I projections in a meaningful way. The purpose is to come up with varying I & I rates according to pipe age and type so that we are not over (or under) estimating I & I flows by basin. Beau has constructed the base model for a few test basins as we agreed to. I still need to call Walt to chat about which basins are best for this. In the meantime - the old model is being dusted off for the comparison. The test will be done by the end of October for consideration by the District. Anne has completed her initial evaluation of the treatment plant and drafted her section. I have not had a chance to review that yet but will next week
- B. GIS Development – **PACE To Do:**
 - .-Attach tasks to existing Cityworks work orders directly via SQL Database
 - .-Resolve CW print template problems either with new Word template or using Crystal Reports
 - .-Follow up with Barak regarding GIS related IT issues
 - .-Develop defect resolution tool (mark Resolved=Yes)
 - .-Import inspection observations into GIS from existing maintenance data as requested
 - .-Assist in setting up recurring work orders for Cityworks
 - .-Create dynamic work orders layer in GIS

- .-Develop plan for synchronizing field laptops
- .-Permit links in GIS
- .-WinCan inspection software implementation support as required/requested
- .-Cityworks integration and testing support as required/requested
- .-Systems Integration support

- Midway To Do:

- .-Decide the extent to which existing inspection observations be imported into GIS
 - .-Start Permit addressing project
 - .-Stub information collection from white card project
 - .-Asset management software implementation/configuration/testing
 - .-Ongoing manhole inventory
- C. (Newman) – North Hill Sewer Extension – A right of way permit has been applied for and Marc has been in contact with one home owner in regards to obtaining an easement. Marc has offered to connect their house to the sewer stub in exchange for the easement. This would need to be done in any event as the sewer stub would most likely disrupt their drainfield. Once the permit has been obtained the project will be ready to be advertised for bids.
- D. Salt Air Hills Sewer Replacement Project – A planning session was held between the engineer, a bursting contractor and the district. The purpose of this meeting was to identify problems and concerns with our contract documents. It became apparent that if the water main replacement was included with this project then pipe bursting would become a lot less attractive to a contractor bidding the project. Tom Keown from HWD was contacted. He indicated that it would be OK with him to separate the two projects. We now need to consult with the cities of Kent and Des Moines to see if they will allow us to patch the street and then the District can share in the cost of an overlay with the water district following their construction. This would mean that the streets would have patches for a period of time but would preserve the cost savings of shared restoration costs. The District is encouraging pipe bursting as it is believed that a bursting contractor will choose to burst the side sewers all the way to the house even if he only gets paid for the portion in the right of way. This would be a win for the District and the customers.
- E. 16th Ave. Sewer Replacement – The streets are in the process of being paved. Prep work for the paving caused a lot of manhole damage and District crews were hired by the contractor to flush the mains as a result of their grinding operation. These sewers are currently in use however manhole adjustment to grade and punchlist items remain.
- F. Zenith Pump Station Slope Stabilization – No change since last meeting. I have been told that work will start 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. District crews had to bring a portable generator to this location during a recent power disruption.

- I. SR 509 –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. A meeting with WSDOT has been scheduled for October 30, to discuss this matter. If this road improvement measure passes in the November election then this project will begin on a fast track. If it fails then no action will be needed.
- J. Submarine Outfall - I have been working with General Construction and Vanir to complete the details of this job. The Ameron pipe items that the contractor added to our pipe order made it necessary to account for those items and include those amounts as a deductive change order to the final pay estimate. The park restoration looks good. Trail paving and wheel mark clean up remains to be completed. The barricade fencing should be removed around the end of this month.

4. Miscellaneous:

- A. Tim Campbell has requested that he be added to the list of employees who carry the beeper and respond to after hour call-outs. I have looked into the matter and have concluded that up to two employees should be added to this group.
- B. Seaview Apts. Claim – I have nothing new to report.
- C. I have completed the quarterly report for the 2007 PWTF preconstruction loan.
- D. I have made arrangements with the Enzian Inn for accommodations for the 2008 Commissioners Retreat to be held in Leavenworth, WA, May 2 – 4, 2008.

OFFICE MANAGER REPORT:

Ms. Ford reported the following:

- 1. Many of the desk chairs at the office are in need of replacement. She has contacted our local office supply company, and they have provided chairs for us to try out. The employees are trying them out and we will be purchasing some new chairs soon.
- 2. The chairs in the office break room are damaging the floor. She is looking at replacement chairs for the office break room.
- 3. A memo went out to all employees regarding an oversight on Labor & Industry withholding back in July. Gov. Gregoire declared a L & I “Rate Holiday” from July to the end of 2007. The rates were not updated in the payroll system, and the July withholding was withheld at the old rate. The mistake was found while preparing the quarterly report. The payroll system has been corrected, and the difference has been refunded to the employees via direct deposit.

4. She has written to the State Auditor's Office to dispute 2 of the 3 exit items from our 2006 audit.
5. She has contacted Creative Bros. regarding the re-landscaping of the two planter areas at the street entrance to the office property. They have provided a sketch and quote for this work. Commissioner Koester did not like the selection of certain plantings, such as flax. He said that their price seem reasonable but that substitute plants need to be considered. M/S/C approving the landscaping of these two planter areas with the appropriate plant substitutions.

TREATMENT PLANT SUPERVISOR REPORT:

Mr. Griffith reported on the impacts of the recent wind storm. He said that one tree fell during the recent wind storm that looks like it needs to be cut by a professional. Other than that we had no serious problems.

COLLECTION SYSTEM SUPERVISOR'S REPORT:

Mr. Crahan reported on the effects of the recent storm.

ENGINEER REPORT:

Mr. Grodt reported on the following:

1. Sediment Sampling – The sampling plan has finally been accepted by the Dept. of Ecology. The sediment sampling field work has been completed.
2. Outfall – The location of the new outfall is very close to the design location. It appears that the end of the diffuser is approximately 4 feet south of design location. Some minor restoration and paving remain to be completed.

The next meeting will be November 7, 2007, at the District office at 9:30 a.m. There will be a Commissioners Workshop on November 5, 2007, at the District office at 9:30 a.m.

The meeting adjourned at 4:46 p.m.

KEN J. KASE

ATTEST:

GEORGE LANDON -SECRETARY