

Public Record Index Analysis worksheet

1. In order to determine whether it would be unduly burdensome to create an index of records District records in accordance with the requirements in RCW 42.56.070(3), District staff has conducted a review of the volume of District records that staff believes would fall under each category of records identified by the statute.
 - a. **(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;**
 - i. Not Applicable.
 - b. **(b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;**
 - i. Midway Sewer District Code Book
 - ii. Midway Sewer District Personnel Handbook
 - iii. Midway Sewer District meeting minutes
 - iv. Midway Sewer District Board Resolutions.
 - v. See **Exhibit A**
 - c. **(c) Administrative staff manuals and instructions to staff that affect a member of the public;**
 - i. Midway Sewer District Code Book
 - ii. Midway Sewer District Personnel Handbook
 - iii. Midway Sewer District meeting minutes
 - iv. Midway Sewer District Board Resolutions.
 - v. See **Exhibit A**.
 - d. **(d) Planning policies and goals, and interim and final planning decisions;**
 - i. See **Exhibit A**.
 - e. **(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and**
 - i. See **Exhibit A**.
 - f. **(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.**
 - i. See **Exhibit A**

Exhibit A – Resolution 2025-02

2. The District maintains extensive records relating to the operation of the District’s collection and treatment systems and interactions with its rate payers. The District regularly engages with the public through its construction permitting process, developer agreements, connection charge agreements, billing and payment practices. The District generates substantial regulatory compliance reports and data tracking records. District staff has compiled below a general summary of the types of records that would likely fall under the statutory categories identified in RCW 42.56.070(3).
3. The records identified below and additional records that may fall under the statutory categories contain over 300,000 electronic files consisting of over 400 GB of data and over 3,000 cubic feet of physical records (estimated to include over 400,000 separate records based on 2,000 pieces of paper per cubic foot of storage). The sheer volume of records would require substantial staff time to review and index. Staff estimates that it would take a full time employee a minimum of 14 years (averaging review and indexing of 200 individual records per workday) to complete an index consistent with the statutory requirements.
 - a. Identified Record Types:
 - b. Commissioner meeting minutes
 - c. Commissioner Resolutions.
 - d. Customer billing records.
 - e. Customer delinquent Account collection records.
 - f. Staff reports and studies dating back to 1948 through the present day.
 - g. Factual consultant reports dating back to 1948 through the present day
 - h. Scientific reports dating back to 1948 through the present day.
 - i. Connection charge records.
 - j. Sewer availability letters.
 - k. Construction photos, reports, studies, tests,
 - l. ULID formation records,
 - m. Daily inspection reports, call outs, locates requests, permits, permit notes, permit as-builts
 - n. DOE DMR Testing daily with results sent in monthly. Since most 1958 equating to hundreds of thousands of records.
 - o. Right of way permits, easements, franchise agreements with the City , County and State dating back to the 1950s.
 - p. Code Enforcement Records
 - q. Side Sewer As-builts
 - r. Project as-builts
 - s. Sewer Availability Certificates
 - t. Contractor Bid Packages
 - u. Locate Requests
 - v. Inspectors Daily Reports
 - w. Call Outs

- x. Plan Reviews
- y. Bill of Sales
- z. Easements
- aa. Technical Memorandums
- bb. Developer Payback Agreements
- cc. Easement Releases
- dd. Developer Extensions
- ee. Interlocal Agreements
- ff. Standard Details
- gg. Professional Services Contracts
- hh. Sewer Modeling Reports
- ii. Side Sewer Repairs
- jj. Poverty Bay reporting
- kk. Preconstruction Meeting Minutes
- ll. Construction Feasibility Reports
- mm. Monitoring Well Decommission Reports
- nn. Dewatering Assessments
- oo. Asbestos & Lead Reports
- pp. Infiltration & Inflow Evaluations
- qq. Arc Flash Reports
- rr. Permit Bonds, Bid Bonds, Performance Bonds, Maintenance Bonds, Retainage Bonds
Archaeological Reports & Surveys
- ss. Project Addendums
- tt. Traffic Control Submittals
- uu. ROW Permits
- vv. Utility Notifications
- ww. Utility Agreements
- xx. Survey & Topographic Reports
- yy. Discharge Reports
- zz. Critical Area Review Reports
- aaa. Grading Permits
- bbb. SEPA Review & Determinations

- ccc. Environmental Review Reports
- ddd. Capital Improvement Project records:
 - i. Engineer's Estimates
 - ii. Affidavit of Publications
 - iii. Recommendations to Award
 - iv. Certified Payrolls
 - v. Notice to Proceeds
 - vi. Geotechnical Reports
 - vii. Soils Testing Reports
 - viii. Compaction Testing Reports
 - ix. Force Account & Change Orders
 - x. Weekly Progress Meeting Minutes
 - xi. Submittals
 - xii. Transmittals
 - xiii. Project Acceptance Letters
 - xiv. RFI's
 - xv. Payment Applications
 - xvi. Serial Letters
 - xvii. Baseline Schedules & weekly progress schedule updates
 - xviii. Notice of Completions
 - xix. Department of Revenue Releases
 - xx. Employment Security Department Releases
 - xxi. L&I Releases
- eee. Records generated on Stations.
 - i. Daily handwritten station reports containing pump run times for 13 pump stations.
 - ii. Online Mission SCADA for 11 stations that provide various data points. Pump run times, pump starts, rainfall, alerts, alarms etc.
 - iii. Daily log sheet that outlines the jobs performed by the Station Senior and Operator that worked with them that day.
 - iv. Daily airport metering provided on Mission SCADA. Flow rates, etc.
- fff. Records generated on the collection system.
 - i. 1,000's of logged video reports of sewer mainlines.
 - ii. 1,000's of logged video reports of Side sewers.
 - iii. 10 to 20 video reports of mainlines or side sewers are generated on a daily basis

- iv. 1,000's of logged completed work orders.
 - v. An average of 20 work orders per month are created
 - vi. Daily log sheets for jobs performed by 4 collection workers created on an ongoing basis
- ggg. Waste Water Treatment Plant Records
- i. Several hundred data points created daily concerning process control and operations of the treatment facility. Ranging from minimum and maximum flows, average flows, equipment temperatures, flow rates, min-max run speeds, levels, run-times and alike.
 - ii. Daily operations log, time-clock reports and weight scale tickets representing bio-solids hauling trailers tare, gross and net weights, multiple times weekly.
 - iii. The district complies with Department of Ecology's data submission requirements, in lieu of the permit responsibility we hold for the NPDES permit, general/industrial storm water permit and nutrient permit. All data points are derived from daily operations and particular values resubmitted via secure access portal to the Department of Ecology.
 - iv. Our district's laboratory also produces the following Documentation, with corresponding frequencies:

Laboratory Data Documentation Summary

Category	Frequency
Logs	
Temperature Logs - BOD Water Incubator	1x / day
Temperature Logs - Flammable Storage	1x / day
Temperature Logs - BOD Incubator	1x / day
Temperature Logs - Drying Oven	1x / day
Temperature Logs - Fecal Water Bath	1x / day
Temperature Logs - Influent Composite Sampler	1x / day
Temperature Logs - Effluent Composite Sampler	1x / day
Temperature Logs - Primary Effluent Composite Sampler	2 x/ month
Control Charts	
Control Charts - BOD GGA	4x/week
Control Charts - BOD Duplicates	4x/week
Control Charts - CBOD GGA	1x/week
Control Charts - CBOD Duplicates	1x/week
Control Charts - Fecal Duplicates	1x/10 days
Control Charts - LDO Winkler Comparison	1x/week
Control Charts - pH Standard	1x / day
Control Charts - TSS Standard	4x/week
Control Charts - TSS Duplicates	4x/week
3rd Party Laboratory	
Nutrient Permit Samples	1x/week
Biosolids Samples	1x/quarter
Effluent Characterization Samples	1x/quarter
Storm Water Samples	1x/quarter

Toxicity Testing	5x/5 years
Reagent Prep	Frequency
Fecal Coliform Broth	2x/week
TSS Standard	2x/month
GGA Standard	4x/4 months
BOD - Phosphate Buffer	1x/4 months
BOD - Calcium Chloride	1x/4 months
BOD - Magnesium Sulfate	1x/4 months
BOD - Magnesium Sulfate	1x/4 months
BOD - Seed pH log	4x/week
Accreditation	Frequency
Certification Renewal	1x/year
Proficiency Testing	1x/year
Calibrations	Frequency
pH Meter	1x/day
BOD Meter	5x/week
Thermometer Calibrations	2x/year
Effluent pH Meter	2x/month
Scale Calibration Verification - Analytical	1x/day
Scale Calibration Verification - Top Loading	1x/month
Chlorine Standard	1x/10 days
Turbidity Standard	1x/days
Permit	Frequency
DMRQA	1x/month
Regular Analyses	Frequency
Dailies - pH, Temp, DO	1x/ day
TSS - Clarifiers	1x/day
TSS - Influent/Effluent	4x/week
TSS - Primary Effluent	1x/month
Alkalinity - Digesters	1x/day
Volatile Acids - Digesters	1x/week
BOD	4x/week
CBOD	1x/week
Total Solids - Digesters	1x/week
Total Solids - Belt Press	2x/week
Total Solids - Sludge	1x/week
Fecal Coliforms	1x/day
Effluent pH	2x/day
Residual Chlorine	Varies
Miscellaneous	Frequency
Invoice - Lab Supplies	Varies
Invoice - Lab Analyses	Varies

1. Correspondence relating to above records