

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
NOVEMBER 9, 2022**

Commissioners Koester, Sanborn, Fannin, Bailey and Polhamus were present. Also present were Mr. Layton, Mr. Asplund, Mr. Phelan, Mrs. Ford, Mr. Snure and Mr. Montieth.

The meeting was called to order by the President at 9:30 am

**Consent Agenda:**

Consent Agenda items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner can remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing office as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing, which was made available to the Board of Commissioners.

**Minutes:**                    October 26, 2022, Regular Meeting

**Additions and Adjustments:**

List of additions and adjustments presented to Board for review.

**Consent Agenda Resolutions:**

None

<u>Fund Name &amp; Number</u>	<u>Warrant Date</u>	<u>Voucher #'s</u>	<u>Amount</u>
Maintenance 11-095-0010	11/9/2022	383256 – 393261	\$ 35,962.57
Maintenance 11-095-0010	11/30/2022	393262 – 393264	\$ 71,831.33
Maintenance 11-095-0010	11/30/2022	393265 – 393291	\$ 75,544.95
Maintenance 11-095-0010	11/30/2022	50317 – 50323	\$ 1,064.65
Capital Imp. 11-095-3020	11/30/2022	399384 – 399390	\$520,291.34

**Electronic Payments**

<u>Payment Type</u>	<u>EFT Date</u>	<u>Amount</u>
Payroll	11/30/2022	\$125,761.89
Payroll Tax	11/30/2022	\$ 66,050.59
Dept. of Retirement	11/15/2022	\$ 37,032.19

**Public Comment:**

None

**WASWD Section 4 Contributions (the suggested amount is \$1,000.00)**

M/S/C approving the payment of \$1,000.00 to WASWD Section 4.

**Other Business**

None

**General Manager Report:**

Provided a briefing of his written report.

**Office Manager Report:**

The Office Manager reported:

We have had our pre-bid meeting for the office remodel & safety upgrades on November 3<sup>rd</sup> here at the office. We had about 10 people in attendance from several companies. Our architect was here also and fielded several questions. Bid opening will be November 22<sup>nd</sup>.

Our CPA was here last week to do Q2 compilation and will be back on November 28<sup>th</sup> to do Q3. We wanted to get caught up before construction and holidays.

I am talking with InvoiceCloud regarding switching our credit card processing for taking customer payments. We are currently using the 3<sup>rd</sup> party vendor that Tyler was working with at the time we went live in 2019. It is a difficult system to use, and not user-friendly. InvoiceCloud will save us money on processing fees, as well as providing a great system and many opportunities we currently don't have. If we move forward, the change won't be until mid-2023.

**Superintendent Report:**

Provided a brief update on the 16<sup>th</sup> Avenue Pump Station Project

**Construction & Engineering Report:**

No Report

**Operations Supervisor Report**

Provided a brief update on how the VFD trickling filter pumps restarted during a power blip. The pumps restarted as intended.

**Attorney Report**

0 Customers in Foreclosure

10 customers with pending foreclosures

5 Customers with payment agreements

1 customer in bankruptcy

3 customers subject to trustee sales.

**Commissioner Comments:**

Commissioner Koester requested the General Manager prepare a letter to be sent to WEFTEC regarding the high murder rates in the cities they have chosen to hold the national convention.

**Next Meeting:**

The next regular meeting will be held on November 23, 2022, at 9:30 am, at the District office

The meeting adjourned at 9:59 a.m.

Attest:

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Nick Fannin SECRETARY

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Marc Montieth