

**MIDWAY SEWER DISTRICT  
COMMISSIONERS MEETING  
March 24, 2021  
Conference Call (206) 568-8200, PIN 117000**

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

The meeting was called to order by the President at 9:30 a.m.

The agenda for today's meeting was approved without modification.

**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:** March 10, 2021 Regular Meeting

**Vouchers:**

<u>Fund Name &amp; Number</u>	<u>Warrant Date</u>	<u>Voucher #'s</u>	<u>Amount</u>
Maintenance 11-095-0010	03-24-2021	391972 – 391976	\$ 160,253.61
Maintenance 11-095-0010	04-14-2021	391977 – 391978	\$ 17,685.93
Maintenance 11-095-0010	03-24-2021	391979	\$ 31,831.26
Maintenance 11-095-0010	04-14-2021	391980 – 392008	\$ 55,823.20
Maintenance 11-095-0010	04-14-2021	50141 – 50143	\$ 697.72
Cap. Imp. 11-095-3020	04-14-2021	399160 – 399166	\$ 494,619.01

**Electronic Payments:**

<u>Payment Type</u>	<u>EFT Date</u>	<u>Amount</u>
Payroll	4/15/2021	\$33,618.13
Dept. of Revenue	3/25/2021	\$16,914.34

**Liens & Releases:**

List of liens and releases presented to Board for review.

**Consent Agenda Resolutions:**

M/S/C approving the Consent Agenda as presented.

### **Washington State Auditor's Exit Conference**

The State Auditor's Office led by Alexander Beharndt, Jennifer Ramos and Evans Anglin provided Staff and the Board of Commissioners with an Accountability Report with no findings. They wanted to thank Cordelia Ford for her cooperation and professionalism.

### **Change Order No. 1 (T and M) Extra Work Related to Annular Space Grouting**

M/SC approving the Change Order as presented by the General Manager.

### **Attendance at the WASWD 2021 Virtual Spring Conference and Trade Show**

Mr. Fannin, Mr. Montieth, Mr. Asplund and Mrs. Ford will attend. Mr. Sanborn will let Mrs. Ford know by March 26, 2021 if he will be able to attend. Mr. Layton and Mr. Phelan will be presenting at this year's conference.

### **COVID Phase Three Update**

The General Manager informed the board that the district office has reopened now that the county has been moved to phase three.

### **PUBLIC COMMENT**

None

### **OTHER BUSINESS:**

None

### **GENERAL MANAGER REPORT:**

Circulated a written report.

### **Cordelia Ford- Office Manager Report**

I had been asked at the last meeting to report back to the Board regarding late fee revenue and delinquent accounts.

Our late fee revenue in 2019 was \$46,487.12, our late fee revenue in 2020 was \$16,816.04, which is a drop of over \$29k. In comparison our 2018 amount was \$37,430 and 2017 was \$47,073. In 2020 we stopped assessing late fees with the State of Emergency declaration on March 16<sup>th</sup>.

With the change in utility billing software, I do not have a good number for the number of delinquent customers in 2019.

I ran a report on Monday, and we have 313 customers with balances at 3 months and older.

Including the releases that are being approved today, we have 79 accounts that have liens filed, some accounts have multiple liens filed against the property.

I have drafted a letter that will go out to all customers with balances at 3 months delinquent and older. That letter will go out this week.

With the most recent Washington State proclamation 20-23, late fees are prohibited until July 31<sup>st</sup>, or when the State of Emergency is over, whichever is sooner. We will also be following the same guidelines for filing of liens.

**Jace Layton- Superintendent Report**

No report

**Bryan Asplund- Operations Supervisor Report**

No report

**Ryan Phelan- Engineering and Construction Manger Report**

No Report

**COMMISSIONERS COMMENTS:**

The Board collectively thanked staff for all their work related to the Basin 20 project and the recently completed audit.

Mr. Sanborn asked to be excused from the next meeting.

M/S/C excusing Mr. Sanborn.

**NEXT MEETING:**

The next regular meeting will be held on April 14, 2021 at 9:30 am via phone conference and at the office.

The meeting adjourned at 10:41 a.m.

ATTEST:

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VINCE KOESTER - SECRETARY

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MARC MONTIETH