

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING MINUTES
November 23, 2022**

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

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: November 9, 2022, Regular Meeting

Vouchers:

<u>Fund Name & Number</u>	<u>Warrant Date</u>	<u>Voucher #'s</u>	<u>Amount</u>
Maintenance 11-095-0010	11-30-2022	393292 – 393299	\$ 41,435.01
Maintenance 11-095-0010	12-14-2022	393300 – 393324	\$ 42,654.76
Maintenance 11-095-0010	12-14-2022	50324 – 50326	\$ 81.25
Cap. Imp. 11-095-3020	12-14-2022	399391 - 399393	\$ 13,477.17

Electronic Payments:

<u>Payment Type</u>	<u>EFT Date</u>	<u>Amount</u>
Payroll	12/15/2022	\$31,600.08
Dept. of Revenue	11/28/2022	\$13,881.98

Liens & Releases:

List of liens and releases presented to Board for review.

Consent Agenda Resolutions:

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

PUBLIC COMMENT:

None

SCADA Upgrade for 9 Pumpstations

M/S/C approving the purchase and installation of 9 PC-3000XC at the estimated price of \$31,011.87.

Developer Extension 2022-01 Bridge Development

M/S/C approving Developer Extension Contract 2022-01, Bridge Development

Rehab Primary Clarifiers 3&4 Scope and Budget

M/S/C approving scope and budget with Grey and Osbourne Inc, with a not to exceed amount of \$144,046.00.

Employee Holiday Party

M/S/C authorizing the purchase of food and nonalcoholic beverages for the Employee Holiday Party at Commissioner Koester's House, December 16, 2023.

Review WEFTEC Letter

The General Manger circulated a draft letter to WEF concerning safety at the annual WEFTEC conference. The General Manger was instructed to send the letter as presented to the WEF Board of Trustees.

OTHER BUSINESS:

None

GENERAL MANAGER REPORT:

Circulated written report

Cordelia Ford- Office Manager Report

The office remodel & safety upgrade bid opening was yesterday, November 22nd. The bids were scanned to our architect and he is reviewing the bids for accuracy, etc.

I have the contract from InvoiceCloud, and have had our attorney review it. He's suggested changes and I will forward that back to InvoiceCloud next week for their review.

We have started working on organization of our storage area downstairs for moving all the files, etc. from the main floor for construction. Stan researched and purchased 10 heavy-duty shelving

units and Jeff & Corey spent several hours assembling them yesterday. Stan also spent a lot of time gathering cardboard boxes ready for recycling. More work is needed but it's a great start. We will be reviewing the WA State Archivist's schedule and getting rid of paperwork per the schedule.

Jace Layton- Superintendent Report

No Report

Bryan Asplund- Operations Supervisor Report

No Report

Ryan Phelan- Engineering and Construction Manger Report

Not Present

COMMISSIONERS COMMENTS:

The board collectively thanked the staff and wished them a Happy Thanksgiving!

NEXT MEETING:

The next regular meeting will be held on December 14, 2022, at 9:30 am at the office.

The meeting adjourned at 10:05a.m.

ATTEST:

NICK FANNIN - SECRETARY

MARC MONTIETH