

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING MINUTES
March 22, 2023**

Commissioners Koester, Fannin, Bailey and Polhamus were present. Also present were Mr. Layton, Mr. Phelan, 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: March 8, 2023, Regular Meeting

Vouchers:

<u>Fund Name & Number</u>	<u>Warrant Date</u>	<u>Voucher #'s</u>	<u>Amount</u>
Maintenance 11-095-0010	03-15-2023	393545 – 393546	\$ 16,251.98
Maintenance 11-095-0010	03-15-2023	393547	\$ 47,434.00
Maintenance 11-095-0010	04-12-2023	393548	\$ 18,674.25
Maintenance 11-095-0010	04-12-2023	393549 – 393566	\$ 25,410.85

Electronic Payments:

<u>Payment Type</u>	<u>EFT Date</u>	<u>Amount</u>
Payroll	4/14/2023	\$32,100.08
Dept. of Revenue	3/27/2023	\$16,087.55

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

Approval of Interceptor Pump & Control Replacement

M/S/C approving the purchase for pumps and controls in the amount of \$110,793.63.

OTHER BUSINESS:

The General Manger asked if the Board was interested in having their pictures taken by a photographer with Highline Water District when they schedule it later this spring. Mr. Fannin asked that the issue be tabled until next meeting.

GENERAL MANAGER REPORT:

No Report

Cordelia Ford- Office Manager Report

We have received a schedule from the contractor, and he is scheduled to be on-site starting April 10th. His schedule has the job completing on August 17th.

The switch to the new phone system has gone well. It's an adjustment for everyone, but it seems to work very well. We now receive faxes and voicemails as emails, which has been an adjustment.

Our bulk shredding of old records from downstairs also went well. At first we didn't think that all the paperwork would fit in the truck they brought, but with help from Manny and Jeff from the plant, Stan and I were able to get it all taken care of.

Barak is here today and will be working with office staff to get laptops setup for remote work when the office needs to be closed due to construction. Barak is also working on phase 2 of the phone system, working on upgrading the treatment plant.

Conversion to InvoiceCloud is moving along. I've pushed the implementation date out to July and may have to move it again due to the construction schedule. There's no rush on the implementation at this point.

Jace Layton- Superintendent Report

No Report

Bryan Asplund- Operations Supervisor Report

Not Present

Ryan Phelan- Engineering and Construction Manger Report

No Report

COMMISSIONERS COMMENTS:

No Comments

NEXT MEETING:

The next regular meeting will be held on Tuesday, April 11, 2023, at 9:30 am at the office.
The meeting was adjourned at 9:46 a.m.

ATTEST:

JIM POLHAMUS - SECRETARY

MARC MONTIETH