

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
August 25, 2021
CONFERENCE CALL (206) 568-8200, PIN 812189**

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

The meeting was called to order by the Secretary 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: August 11, 2021, Regular Meeting

Vouchers:

| <u>Fund Name & Number</u> | <u>Warrant Date</u> | <u>Voucher #'s</u> | <u>Amount</u> |
|-------------------------------|---------------------|--------------------|---------------|
| Maintenance 11-095-0010 | 08/25/2021 | 392348 – 392355 | \$ 48,515.72 |
| Maintenance 11-095-0010 | 09/15/2021 | 392356 - 392377 | \$ 35,577.56 |
| Maintenance 11-095-0010 | 09/15/2021 | 50201 | \$ 49.32 |
| Cap. Imp. 11-095-3020 | 09/15/2021 | 399212 - 399216 | \$ 23,133.91 |

Electronic Payments:

| <u>Payment Type</u> | <u>EFT Date</u> | <u>Amount</u> |
|---------------------|-----------------|---------------|
| Payroll | 9/15/2021 | \$30,458.13 |
| Dept. of Revenue | 8/25/2021 | \$27,158.90 |

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

Consent to Construct 905 South 258th Place

M/S/C approved as presented

COVID Sick Leave Policy Revisions

The General Manager presented the proposed changes to the existing COVID sick leave policy. After a full discussion the policy was approved with some date and maximum hour modifications.

COVID Incentive Policy

The General Manager presented a new policy to provide incentives for employees to get the COVID 19 vaccination. The policy was discussed, and it was approved with modifications.

OTHER BUSINESS:

None

GENERAL MANAGER REPORT:

Circulated a written report.

Cordelia Ford- Office Manager Report

We are updating our Resolution 2020-03 from June of 2020. The resolution states that we will suspend assessing late fees & filing liens during COVID-19 State of Emergency. The update will be to change from the State of Emergency to the Statewide Eviction Moratorium. The eviction moratorium has a set expiration date of September 30, 2021 (currently). Once the resolution is updated, we will notify those customers that are delinquent, notifying them of the 120 day grace period has started. That would put us at the end of January 2022 to re-start filing liens. Part of Resolution 2020-03 was that we would suspend late fees & lien filing for an additional 120 days past the end of the State of Emergency.

Jace Layton- Superintendent Report

No report

Bryan Asplund- Operations Supervisor Report

No report

Ryan Phelan- Engineering and Construction Manger Report

No Report

COMMISSIONERS COMMENTS:

Mr. Polhamus informed the board that he will miss the next meeting. The board approved his absence.

**EXECUTIVE SESSION TO DISCUSS PERSONNEL UNDER RCW 42.30.110(1)(g)-
To discuss General Managers Annual Evaluation**

At 10:50 a.m. the President declared an executive session lasting 15 minutes, to be convened to discuss the General Managers Annual Evaluation pursuant to RCW 42.30.110 (1)(g). The following individuals remained in attendance for this executive session: Commissioners Sanborn, Koester, Bailey, Fannin and Polhamus along with Mr. Montieth . At 10:55 a.m., Mr. Montieth was asked to leave and return at 11:05 The executive session concluded at 11:05 a.m.

Following the executive session board thanked Mr. Montieth for his efforts and a M/SC providing for an immediate pay increase of \$1500.00 per month.

NEXT MEETING:

The next regular meeting will be held on September 8, 2021, at 9:30 am via phone conference and at the office.

The meeting adjourned at 11: 10 a.m.

ATTEST:

VINCE KOESTER - SECRETARY

MARC MONTIETH