

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING MINUTES
September 27, 2023**

Commissioners Koester, Fannin, Bailey, Sanborn and Polhamus were present. Also present were Mr. Layton, Mr. Phelan, Mr. Asplund, 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: September 13, 2023, Regular Meeting

Vouchers:

<u>Fund Name & Number</u>	<u>Warrant Date</u>	<u>Voucher #'s</u>	<u>Amount</u>
Maintenance 11-095-0010	09-27-2023	393946 – 393953	\$ 31,296.30
Maintenance 11-095-0010	10-11-2023	393954 – 393955	\$ 23,865.05
Maintenance 11-095-0010	10-11-2023	393956 – 393981	\$ 76,128.69
Maintenance 11-095-0010	10-11-2023	50364 – 50368	\$ 175.96
Cap. Imp. 11-095-3020	10-11-2023	399466 - 399469	\$ 67,376.35

Electronic Payments:

<u>Payment Type</u>	<u>EFT Date</u>	<u>Amount</u>
Payroll	10/13/2023	\$33,800.08
Dept. of Revenue	09/25/2023	\$15,672.09

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

Educational Request for Brock Powell to attend the Pacific Northwest Pretreatment Workshop in Vancouver WA. November 6-8, 2023

M/S/C approving the educational request as presented.

S & B SCADA Upgrade Proposal

M/S/C authorizing the purchase in the amount of \$23,088.41 as requested by Mr. Asplund.

Change order #1 S. 194th St. Sewer Relocation

M/S/C approving Change Order No. 1 in the amount of \$39,543.27.

OTHER BUSINESS:

None

GENERAL MANAGER REPORT:

Circulated written report.

Cordelia Ford- Office Manager Report

Construction/remodel/safety upgrades at the office is moving slow. The original completion date was 8/17/23. Some progress is being made, but not on a consistent basis. We will be reviewing our options.

We are moving to a new website hosting company. Streamline is a company that specializes in working with special purpose districts. They specialize in ADA compliance of the website and provides a cleaner and easier to use website platform. We will go live with them on October 6th. There will be minimal changes initially but we will work on getting some new pictures and content on the site as time goes on. The plan is to also have other users within the office post content to the site.

We are also in the process of changing our credit card processing company. We've been working with OpenEdge, who is the preferred provider of Tyler, our software company. OpenEdge is not customer-friendly, and we are switching to InvoiceCloud. We will go live with them on October 25th. There will be some more work on our end to get the payments from InvoiceCloud to Tyler, but the customer experience will be much better, as well as providing additional payment options, such as PayPal and Venmo.

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 Mr. Phelan for the WASWD Presentation on the Basin 20 Project.

NEXT MEETING:

The next regular meeting will be held on October 11, 2023, at 9:30 am at the office.
The meeting was adjourned at 10:02 a.m.

ATTEST:

JIM POLHAMUS - SECRETARY

MARC MONTIETH