

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING
December 8, 2021
Conference Call (206) 568-8200, PIN 664937**

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

The meeting was called to order by the President at 9:30 am

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 24, 2021, Regular Meeting

Vouchers:

<u>Fund Name & Number</u>	<u>Warrant Date</u>	<u>Voucher #'s</u>	<u>Amount</u>
Maintenance 11-095-0010	12/15/2021	392572 – 392578	\$ 47,101.68
Maintenance 11-095-0010	12/29/2021	392579 – 392582	\$ 55,827.51
Maintenance 11-095-0010	12/29/2021	392583 – 392592	\$ 12,442.88
Maintenance 11-095-0010	12/29/2021	50230 – 50237	\$ 255.64
Capital Imp. 11-095-3020	12/29/2021	399246 – 399247	\$207,296.42

Electronic Payments:

<u>Payment Type</u>	<u>EFT Date</u>	<u>Amount</u>
Payroll	12/30/2021	\$106,019.74
Payroll Tax	12/30/2021	\$ 55,766.68
Dept. of Retirement	12/15/2021	\$ 33,554.58

Additions and Adjustments:

List of additions and adjustments presented to Board for review.

Consent Agenda Resolutions:

None

Public Comment:

None

Review and Approve 10 Year Capital Improvement Plan

M/S/C approving as presented by the General Manager

Authorize Purchase of New 6” Dri-Prime Pump

M/S/C approving the purchase of a new 6” Dri-Prime Pump

Resolution 2021-07 Amending District Code 5.24.060 Charge to Record and Release Liens

M/S/C approving the Resolution as presented by the Office Manager

OTHER BUSINESS

The General Manger requested that the District purchase food for a Holiday Employee Lunch to be prepared at Mr. Koester’s house for the entire staff.

M/S/C approving the General Managers request

GENERAL MANAGER REPORT:

The General Manager reported that the District has received the Final Puget Sound Nutrients General Permit from DOE.

CORDELIA FORD’S OFFICE MANAGER REPORT:

On December 2nd I mailed out 43 letters to our customers that we currently have liens against their properties. The letter advised that late fees & lien filing will resume after 1/28/2022. The letter also listed resources for assistance, such as our own MAP fund, run by the Salvation Army, as well as the MultiSerivce Center in Federal Way. The letter also encouraged customers to contact the District to setup payment arrangements if they are not able to pay the full balance by the end of January. Most of the accounts had account balances over \$1,000.00.

I will be working our aging report, and will start sending out letters to customers that haven’t paid in the last year or so, and will become eligible for a lien to be filed in early February 2022.

As I had reported previously, we have moved to electronically recording liens & releases. The resolution today will allow us to add the additional cost for e-recording to the customer’s

account, along with the King County Records fee. I e-recorded the 2 releases from last month, and the system works great. I sent the documents and received the recorded documents back the next day. Historically we have mailed the documents to King County with a check. We would receive a conformed copy back around 2 – 4 weeks, and the originals would be returned many months later.

Marc and I have informed Driftmier Architects that we are happy with the plans they have drawn up. We should have a proposal by mid-January.

JACE LAYTON’S SUPERINTENDENT REPORT:

Jeremy McGinnis last day of work will be December 17, 2021. He is relocating to Idaho. The board thanked him for his service.

RYAN PHELAN’S CONSTRUCTION AND ENGINEERING REPORT:

No Report

BRYAN ASPLUND –OPERATIONS SUPERVISOR REPORT

No Report

BRIAN SNURE’S – ATTORNEY REPORT

No Report

COMMISSIONERS COMMENTS:

Wished staff a Happy Holiday season

NEXT MEETING:

The next regular meeting will be held on December 22, 2021, at 9:30 am, at the district office and via conference call.

The meeting adjourned at 10:20 a.m.

ATTEST:

VINCE KOESTER SECRETARY

MARC MONTIETH