

**MIDWAY SEWER DISTRICT
COMMISSIONERS MEETING MINUTES
January 25, 2023**

Commissioners Koester, Fannin, Sanborn, Polhamus and Bailey were present. Also present were 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: January 11, 2023, Regular Meeting

Vouchers:

<u>Fund Name & Number</u>	<u>Warrant Date</u>	<u>Voucher #'s</u>	<u>Amount</u>
Maintenance 11-095-0010	01/25/2023	393419 – 393422	\$ 22,868.79
Maintenance 11-095-0010	02/08/2023	393423 – 393438	\$ 53,427.73
Maintenance 11-095-0010	02/08/2023	393439 – 393455	\$ 32,642.30
Cap. Imp. 11-095-3020	02/08/2023	399412 – 399414	\$ 34,109.00

Electronic Payments:

<u>Payment Type</u>	<u>EFT Date</u>	<u>Amount</u>
Payroll	2/15/2023	\$32,000.08
Dept. of Revenue	1/25/2023	\$12,612.83

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

Approve Office Remodel and Safety Improvements Contract with Wittenberg Enterprises LLC

M/S/C authorizing the General Manager to sign the contracts.

Attendance at the WASWD Spring Conference in Wenatchee April 12- 14th

M/S/C authorizing up to 4 commissioners and one staff to attend the WASWD Spring Conference.

OTHER BUSINESS:

The Board asked the General Manager to prepare a resolution changing the regular April 12th meeting to be held on the 11th instead due to a conflict with the Spring Conference.

GENERAL MANAGER REPORT:

No Report

Cordelia Ford- Office Manager Report

I have a project kick-off call with InvoiceCloud today. After the call I will have more information on the process and when we are expected to switch to InvoiceCloud for our credit card processing services.

We are continuing to work to organize the storage area downstairs. That includes getting rid of items that we no longer need per the Local Government CORE (Common Record Retention Schedule), organizing the current area, and moving items from the main floor to the downstairs.

I was contacted by the State Auditor's Office, and they have selected us for a Critical Infrastructure Audit. We will have an introductory meeting on February 1st. Marc, Barak and myself will be attending the Teams meeting with the SAO. The audit is at no cost to the District.

I was also contacted by our SAO auditor, he will be doing the CPA workpaper review for 2020 and 2021. They will contact our CPA directly and review their workpapers. They will be reviewing 2 years, with a cost to the District of \$4,200.00.

We will be having our first 2-year accountability audit in 2023. It will be for 2020 & 2021. I have not been notified as to when that will occur.

Jace Layton- Superintendent Report

No Report

Bryan Asplund- Operations Supervisor Report

Not Present

Ryan Phelan- Engineering and Construction Manger Report

Updated the board on the activities on S. 206th Street and S. 194th Street construction projects.

COMMISSIONERS COMMENTS:

Mr. Sanborn requested clarification on the State Auditor process. Mrs. Ford clarified that the district is moving to a 2-year audit cycle that should save the district money.

Mr. Koester asked the General Manager when will we be purchasing a Hybrid Vehicle? Mr. Montieth explained that since there are no vehicles available through the state procurement process, he will have to buy directly from a dealer and will begin that process soon.

NEXT MEETING:

The next regular meeting will be held on February 8, 2023, at 9:30 am at the office.
The meeting adjourned at 9:51 a.m.

ATTEST:

JIM POLHAMUS - SECRETARY

MARC MONTIETH