



**Mukilteo Water and Wastewater District**  
7824 Mukilteo Speedway  
Mukilteo, WA 98275  
Ph: 425-355-3355 • Fax: 425-348-0645

**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**July 5, 2017 • 7:00 PM**  
**PRELIMINARY AGENDA**

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**Call Meeting to Order**

**Roll Call**

**Approval of Agenda**

**Visitors and Comments from the Audience**

**Minutes**

1. Approve the Minutes of the Regular Meeting of June 21, 2017

**Consent Agenda**

2. *The following items have either been previously discussed or are routine in nature. Any item may be removed at the request of a Commissioner for further discussion. The Board may approve all of these items with a single motion.*
  - 2.1 Approve Vouchers in the amount of \$
  - 2.2 Approve Payroll in the amount of \$

**Business Items**

3. Other Business

**Additional Reports**

4. Management
    - 7.1 General Manager's Report
    - 7.2 Water & Sewer Service Connection Report
    - 7.3 Capital Projects Status Report
    - 7.4 VERBAL REPORTS: Department Head Updates
- Legal
  - Engineering
  - Commissioners

**Conclude**

**SCHEDULE OF UPCOMING MEETINGS**

Regular Meetings are held the **1st and 3rd Wednesdays** of each month at **7:00 p.m.** at the **District Office**

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July 19, 2017

August 2, 2017

August 16, 2017



























**RES #2 & #5 SITE STORAGE BLDG. (PROJECT #82-16) CARRYOVER FROM 2016**

Project Manager: Rick Matthews Budgeted Amount: \$350,000  
Spent to Date: \$0

- Staff has contacted owners of existing local structures similar to what is envisioned and will be contacting
- Staff has met with three Steel Building Contractors. Wetland Resources is in the process of completing the City required Wetland study/delineation. Staff and Wetland Resources performed the on-site visit June 29<sup>th</sup>.

**ASSET MANAGEMENT/WORK ORDER SYSTEM (PROJECT #9-17)**

Project Manager: Rick Matthews Budgeted Amount: \$50,000  
Spent to Date: \$0

- Staff is working on the Scope of Work for the project.
- District Attorney's office is reviewing and draft contract documents are going in front of the Board on 4/19/17.
- Board has approved award of an asset management system. Vendor and staff have had initial meeting to discuss customizing specific elements of the asset management program to meet the District's specific needs.
- Staff is working with Vendor on implementation.

**RECORDS STORAGE SHELVING (PROJECT #10-17)**

Project Manager: Sue Parks Budgeted Amount: \$6,400  
Spent to Date: \$8,022

- Quotes requested for the shelving.
- Shelving Ordered, delivery date anticipated the week of March 27<sup>th</sup>.
- Added installation to the order which included seismic anchoring, and the install was completed in two phases due to the limited space available. This increased the cost, which exceeded budget.
- Shelving install was completed on April 4<sup>th</sup>.

**VEHICLE REPLACEMENT (PROJECT #11-17)**

Project Manager: Rick Matthews Budgeted Amount: \$39,000  
Spent to Date: \$36,961

- Vehicle is on order for delivery approximately in June.
- Project Complete. Vehicle has been delivered and is in service.