

**MUKILTEO WATER AND WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING**

Minutes of February 5, 2014

The Regular Meeting of the Board of Commissioners of February 5, 2014, was called to order at the District office by President Johnson at 7:02 p.m.

**ROLL CALL/
IN ATTENDANCE** Commissioners:
Mike Johnson, Thomas Rainville

Engineering:
Eric Delfel (Gray & Osborne)

Legal Counsel:
John Milne (Inslee, Best, Doezie & Ryder)

Staff:
Gil Bridges, Wastewater Treatment Facility Manager;
Kevin English, Operations Supervisor; Rick Matthews, Project Manager;
Sue Parks, Finance Manager; Jim Voetberg, General Manager;
Lisa Wolfson, Management/Project Assistant

Commissioner Rainville made a motion to excuse Commissioner McGrath's absence from this meeting. President Johnson seconded the motion. The motion passed unanimously.

**APPROVAL OF
AGENDA** A revised agenda was distributed. Revisions included:

- Removal of Minutes – The minutes from January 15 will be brought back for approval at the meeting of March 5, 2014, when all Commissioners are present
- Removal of Credit Adjustment Due to Leak – This item will be brought back for discussion and approval at a future meeting

Commissioner Rainville made a motion to approve the revised agenda. President Johnson seconded the motion. The motion passed unanimously.

**VISITORS AND
COMMENTS
FROM THE
AUDIENCE** Patricia Love, Community Development Director from the City of Mukilteo, was in attendance for the item regarding the Interlocal Agreement with the City of Mukilteo for Sharing of GIS Technician.

**CONSENT
AGENDA** Commissioner Rainville made a motion to approve the Consent Agenda. President Johnson seconded the motion. The motion passed unanimously.

Vouchers
Approved Vouchers in the amount of \$174,359.01.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2461-2509	\$102,286.17
Wastewater Maintenance	840	2461-2509	\$61,932.41
East Wastewater Maintenance	941	2461-2509	\$9,287.93
Water Capital Improvement	745	2460	\$522.50
Wastewater Capital Improvement	846	2459	\$330.00

Payroll

Approved Payroll in the amount of \$144,894.97.

Investment Funds Report

Accepted Investment Funds Report for December 2013.

Financial Reports

Accepted Debt Payments, Online Bill Pay Summary, Manual Checks, Depository Wire Transfers/ACH Reports for the 4th Quarter 2013.

**Resolution No.
304-14**

Developer Extension Agreement

Accepted Developer Extension Agreements for Water and Sewer as Complete for Pine Crest North and South (DE #496).

**Resolution No.
306-14**

Developer Extension Agreement

Accepted Developer Extension Agreements for Water and Sewer as Complete for Kari Short Plat (DE #498).

BUSINESS ITEMS

**Final Acceptance
of Project
Contract and
Contract Work:
WWTF Gabion
Wall Emergency
Repair**

Sue Parks, Finance Manager, gave a report on the item. On December 5, 2012, the Board of Commissioners declared an emergency relating to emergency repairs to the gabion wall at the WWTF. The District signed contracts with KLB Construction and McDowell NW Pile King to repair the damage to the gabion wall. Each contractor submitted a single pay request for all repairs performed, and Gray & Osborne had recommended the District accept the project as complete. The District is still holding a very small amount of retainage. As a housekeeping item, staff is recommending acceptance of the project as complete in order to release retainage.

**Resolution No.
303-14**

Commissioner Rainville made a motion to adopt Resolution No. 303-14, granting final acceptance of the Gabion Wall emergency project contracts and contract work. President Johnson seconded the motion. The motion passed unanimously.

**Final Acceptance
of Project
Contract and
Contract Work:
S-7 Lift Station
Pump and Rail
System
Replacement
(Project #49-13)**

Kevin English, Operations Supervisor, gave a report on the item. The S-7 Lift Station Upgrade Project was to install new submersible pumps and a rail system. The District advertised for bids to upgrade the S-7 Lift Station and received four bids on the September 10, 2013. The lowest responsive bid was submitted by Gary Harper Construction for \$50,321.20 including sales tax. The project's substantial completion date was December 23, 2013, and was put into service the same day. There were no change orders on the project and all punchlist items have been completed. He commented that Gary Harper Construction did a great job in a timely manner.

**Resolution No.
305-14**

Mr. English also reported that staff is expecting a rebate check from SnoPUD due to the significant power savings realized by installing new equipment.

Commissioner Rainville made a motion to adopt Resolution No. 305-14, granting final acceptance of the S-7 Lift Station pump and rail system replacement project contract and contract work (Project #49-13). President Johnson seconded the motion. The motion passed unanimously.

Scopes of Work for Webster Street Water Main and PRV Station/3rd Street Sewer Main Replacement Projects (Project #57-14 and #58-14)

Rick Matthews, Project Manager, gave a report on the item. At its meeting of November 20, 2013, the Board of Commissioners approved the 2014 Capital Budget, which included the following projects: Webster Street Water Main and PRV (Project #57-14) and 3rd Street Sewer Main Replacement (Project #58-14).

The Webster Street Water Main and PRV project will improve water quality and increase available flow to the downtown area west of Mukilteo Speedway, by providing looping from the 500 Zone to the 270 Zone. The scope includes design and construction of approximately 950 linear feet of 8 inch ductile iron water main from Goat Trail Road across Mukilteo Speedway to Webster Street. The budgeted cost for this project is \$470,000.

The 3rd Street Sewer Main project replaces a section of the existing sewer along 3rd Street that was constructed with corrugated metal pipe (CMP). As there is an increased likelihood of failure with CMP, it will be replaced with new sewer routed along Park Avenue. Once installed, flows will be diverted from Loveland Avenue and 2nd Street to Park Avenue. The scope includes design and construction of approximately 700 linear feet of sewer main along Park Avenue and diverting flow from Loveland Avenue and 2nd Street to Park Avenue. The budgeted cost for this project is \$200,000.

The two projects will be bid as one project with separate schedules, to segregate costs for accounting purposes. The construction management costs may vary if the final project design is significantly changed.

Under consideration are Gray & Osborne's scopes of work for design and construction management costs as follows:

Engineering Phase	Webster Street Water Main	3rd Street Sewer Main	Total per Phase
Design	\$46,400	\$35,500	\$81,900
Construction Management	\$37,000	\$37,200	\$74,200
Total per Schedule	\$83,400	\$72,700	\$156,100

Mr. Matthews stated staff and Gray & Osborne will look at various alternatives to ensure the mains are installed in best possible locations.

Commissioner Johnson expressed desire for staff consider long-term needs of the District and possibly combine sewer and water in one larger casing when the directional drill boring work is done under the Speedway.

Eric Delfel, Engineer, distributed maps of the project areas. With regard to the 3rd Street Sewer Main project, he reported Gray & Osborne may desire to survey the area first to ensure flows can be handled.

Kevin English, Operations Supervisor, noted the need to address existing piping near the old treatment plant. He also mentioned the need to determine if the flows could be tied into 2nd Street.

Mr. Delfel added that replacement of the pipes was previously identified in the adopted Comprehensive Plan.

Commissioner Rainville made a motion to approve the Gray & Osborne scope of work, dated January 28, 2014, for design and construction management services associated with the Webster Street Water Main and PRV station project (Project #57-14) and the 3rd Street Sewer Main Replacement project (Project #58-14). President Johnson seconded the motion. The motion passed unanimously.

**Scope of Work
for WWTF Road
and Facility
Paving Project
(Project #59-14)**

Rick Matthews, Project Manager, gave a report on the item. At its meeting of November 20, 2013, the Board of Commissioners approved the 2014 Capital Budget, which included the WWTF Road and Facility Paving Project (Project #59-14). The project will consist of two schedules: repairing and repaving the WWTF road; and paving areas within the fenced portion of the WWTF that were torn up from the Headworks and Gabion Wall projects.

Under consideration is Gray & Osborne's scope of work for design and construction management costs as follows:

Design	\$27,300
Construction Management	\$27,400
Total	\$54,700

Eric Delfel, Engineer, reported the access road and areas around the treatment plant have been torn up from several projects, including the soon to start drainage improvements project. Gray & Osborne will explore widening the access road and installing storm drains to improve the road.

Commissioner Rainville made a motion to approve the Gray & Osborne scope of work, dated January 30, 2014, for design and construction management services associated with the WWTF Road and Facility Paving project (Project #59-14). President Johnson seconded the motion. The motion passed unanimously.

**Revised fees for
Installation of
Water Service
Connections**

A revised Resolution No. 302-14 was distributed for the item.

Sue Parks, Finance Manger, gave a report on the item. Staff has recommended an increase in the cost of installing water service connections to reflect the District's increased costs, including higher meter, materials, and labor costs.

**Resolution No.
302-14**

Rick Matthews, Project Manager, added new requirements for lead-free brass meters have increased material costs.

President Johnson made a motion to adopt revised Resolution No. 302-14, approving revised fees for installation of water service connections and repealing Resolution No. 247-12. Commissioner Rainville seconded the motion. The motion passed unanimously.

First Amendment to Communications Site Use Agreement and License with T-Mobile West LLC – Paine Field Reservoir #4 (3300 109th Street SW)

Jim Voetberg, General Manager, gave a report on the item. T-Mobile West LLC currently holds a lease with the District to place three arrays on top of the Paine Field tank, plus a 150 square foot area within the reservoir site area for telecommunications purposes. The lease was originally executed with Western PCSIII Corporation, who became VoiceStream PCSIII Corporation, who is now T-Mobile West LLC. The lease expired February 1, 2014. T-Mobile West LLC has requested an extension of the lease. The First Amendment to the lease was prepared by Kay Brossard of Inslee, Best, Doezie & Ryder, P.S. T-Mobile West has reviewed the First Amendment and is prepared to sign it. The renewal extends the lease for five years with two, five-year extension options, for a total of 15 years. Lease rates are extended based on the original agreement, and beginning February 1, 2014, the lease will be \$39,499.65 per year, increasing 5% annually thereafter. The security deposit will be increased by \$20,499.65, which, when added to the existing security deposit of \$19,000, will result in a total security deposit of \$39,499.65. Finally, additional consideration in the amount of \$3,000 is included to cover the District's legal and administrative costs.

Discussion ensued regarding cell tower equipment and maintenance. Rick Mathews, Project Manager, stated the mobile providers are required to give notice to MWWWD prior to performing any maintenance on the equipment located on the tank.

Commissioner Rainville made a motion to approve the First Amendment to Communications Site use Agreement License with T-Mobile West LLC for the property located at 3300 109th Street SW (Paine Field Reservoir), and authorize the General Manager to execute the agreement on behalf of the Board of Commissioners. President Johnson seconded the motion. The motion passed unanimously.

Mr. Voetberg also reported that staff is currently in negotiations with AT&T to install equipment on the Paine Field reservoir tank.

Interlocal Agreement with the City of Mukilteo for Sharing of GIS Technician (Project #61-14)

A revised memorandum with revised suggested motion was distributed.

Jim Voetberg, General Manager, gave a report on the item. The Interlocal Agreement with the City of Mukilteo allows the District to utilize up to one quarter (1/4) of a full-time City GIS/CAD Technician for assistance in the development of MWWWD's GIS system. The District will have the option to use the City's GIS/CAD Technician, but does not require it. Essentially, it's a pay as you go which provides the District control and flexibility in utilizing this GIS/CAD Technician. Any assignment of District work would be through a Task Order process. The estimated cost of the GIS/CAD Technician is

\$40/hour. Assuming a full year and utilizing the entire one quarter time, the District's annual cost would be \$20,800. Because the person is yet to be hired, the estimated cost for 2014 is \$17,000.

At their meeting of January 21, 2014, the City unanimously approved the ILA. Sufficient funding is approved in the 2014 budget for this service (Project #61-14; GIS Phase 2). At the time of agenda packet preparation, the City had not yet approved the agreement with MWWD Legal Counsel's modifications. The version modified by MWWD Legal Counsel has since been approved and signed by the City.

Patricia Love, City of Mukilteo Community Development Director, spoke about the benefit of sharing services and resources to save taxpayer/ratepayer dollars, and maintaining a good partnership with the District. In response to Commissioner Johnson's questions regarding salary, she said staff reviewed pay ranges for comparable positions within the City and information available through the Association of Washington Cities (AWC). She added the GIS/CAD Technician salary listed in the agreement matches the City of Mukilteo's IT Technician position salary.

Discussion ensued regarding the amount of hours needed of the GIS/CAD Technician. There was concern expressed regarding the need to use the Technician for more than 520 hours (one quarter of 2,080 full-time hours).

Ms. Love and Mr. Voetberg commented that this first year of employing the GIS Technician will allow each agency to determine its needs and to track carefully how the person is being used. The hours split can be reevaluated if necessary.

Rick Matthews, Project Manager, added this project is concurrent with the Board's approval of the GIS Needs Assessment. The GIS Needs Assessment employs Gray & Osborne services to help the District stay on track with Phase 2 of the District's GIS project. Additionally, the District plans to dedicate an existing employee to work on the project.

Mr. Voetberg also noted the District will be allowed to participate in the hiring process for the GIS/CAD Technician position.

Commissioner Rainville made a motion to approve the Interlocal Agreement by and between the City of Mukilteo and the Mukilteo Water and Wastewater District regarding sharing of resources to hire a GIS/CAD Technician; and authorize the General Manager to execute the agreement on behalf of the Board of Commissioners. Commissioner Johnson seconded the motion. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

Jim Voetberg, General Manager, gave an overview of his Manager's Report included in the agenda packet:

Everett Water-Take Through 112th Street Flow Control Meter

Historically the District's system was set up so Paine Field Airport could be served with purchased Everett water running through the 112th Street and 100th Street Flow Control meters. More recently, when the Paine Field booster station was put on line, the valves at 112th Street and 100th Street were closed and the Airport is now being served with AWWD purchased water running through the booster station. At the time this change was made, however, it was believed the 112th Street valve was not fully closing, causing around 30 gpm to leak through the valve (not leaking on the ground). The District reported, and therefore paid for, approximately 30 gpm of water thought to have been received from Everett. Repair to the believed leaking 112th Street valve was included in the 2013 Water System Improvements project. The intent was to stop the leak in order to discontinue purchasing this approximate 30 gpm of higher cost Everett water servicing the Airport. During work on this project it was discovered that the valve was in fact fully closing and the 30 gpm flow was traced to a false reading from the 112th Street Flow Control meter. From the time the booster station went on line until mid-January 2014, the District has been paying for approximately 30 gpm of Everett water not received. The District will seek a rebate from Everett for the paid for/not received water. Since this is tied to the Airport's "lost and unaccounted for" water amount, which is equally split between the Airport and District; one half of any rebate would likely be given to the Airport. District staff will meet with Everett staff next week to share supporting documentation and request the rebate.

GIS and Asset Management Development

Recognizing the value of GIS and asset management systems, and taking into account the resources spent to date, A higher priority is being placed on these projects. Rick Matthews, Project Manager, has been assigned the lead in heading up the GIS development (ESRI) and Kevin English, Operations Supervisor, has been assigned the lead for heading up the asset management development (Cartegraph). Mr. Voetberg hopes to report substantial progress in both systems.

Congratulations to Brandon Henson and Jared Alexander

Congratulations to Brandon Henson, Utility Services Technician II, and Jared Alexander, Water Quality Technician, for passing the Water Distribution Manager Three (WDM 3) certification exam.

Commissioner Johnson directed staff to prepare a congratulatory letter from the Board to Messrs. Henson and Alexander.