

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

Minutes of March 5, 2014

The Regular Meeting of the Board of Commissioners of March 5, 2014, was called to order at the District office by President Johnson at 7:00 p.m.

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

Engineers:
Eric Delfel (Gray & Osborne)

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

Staff:
Gil Bridges, Wastewater Treatment Facility Manager; Sue Parks, Finance Manager; Jim Voetberg, General Manager; Lisa Wolfson, Management/Project Assistant

**APPROVAL OF
AGENDA** Commissioner Rainville made a motion to approve the agenda as presented. Commissioner McGrath seconded the motion. The motion passed unanimously.

**VISITORS AND
COMMENTS
FROM THE
AUDIENCE** None.

MINUTES Commissioner Rainville made a motion to approve the minutes of the regular meeting of the Board of Commissioners of January 15, 2014. Commissioner McGrath seconded the motion. The motion passed by a vote of 2-0, with President Johnson abstaining due to his absence from that meeting.

Commissioner Rainville made a motion to approve the minutes of the regular meeting of the Board of Commissioners of February 19, 2014. President Johnson seconded the motion. The motion passed by a vote of 2-0, with Commissioner McGrath abstaining due to his absence from that meeting.

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

Vouchers
Approved Vouchers in the amount of \$220,159.14.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2555-2609	\$121,662.90
Wastewater Maintenance	840	2555-2609	\$71,849.30
East Wastewater Maintenance	941	2555-2609	\$8,122.82
Wastewater Capital Improvement	846	2553-2554	\$18,524.12

Payroll

Approved Payroll in the amount of \$143,982.20

BUSINESS ITEMS

***Credit
Adjustment due
to Leak: Garden
Grove HOA
(Account #1233;
11415 8th Place
W.)***

General Manager Voetberg gave a report on the item. Garden Grove Homeowners Association has requested a credit adjustment to the December 31, 2013 billing for a leak in the service line to Building L.

The District's policy for adjustments to water and sewer billings relating to private water leaks is provided for in Resolution No. 100-09. The customer has met the requirements of Section 2 of the resolution and is eligible for an adjustment.

Pursuant to Section 3 of the resolution, an adjustment to both the water and sewer billings has been calculated totaling \$1,477.63 (\$148.39 for water and \$1,329.24 for sewer). Since the adjustment amount exceeds the General Manager's \$500 authorization limit set forth in Section 5 of the resolution, Board approval is required.

General Manager Voetberg commented staff has implemented use of an internal checklist to ensure all criteria are met, and to verify eligibility for an adjustment. The Board voiced their appreciation for the checklist.

Commissioner Rainville made a motion to approve a credit adjustment to Garden Grove HOA (Account #1233; 11415 8th Place W.) water billing in the amount of \$148.39 and sewer billing in the amount of \$1,329.24; and authorize the President of the Board to sign the Leak Credit Adjustment authorization form dated January 21, 2014, in the total amount \$1,477.63. Commissioner McGrath seconded the motion. The motion passed unanimously.

***Reservoir #4
Coating System***

General Manager Voetberg introduced the item. He stated Operations Supervisor English and Engineer Delfel have inspected the reservoir and determined the coating could last a couple more years.

Engineer Delfel gave a report on the item. Reservoir #4, located at Paine Field, was constructed in 1989. Due to it being a critical facility required to provide fire storage for the fire protection systems for the neighboring ATS and Boeing facilities, Reservoir #4 has never been emptied. Previous cleanings and inspections have been conducted by robotic equipment. The reservoir is 25 years old and was scheduled for an interior recoating in 2014 in the District's comprehensive water system plan. Due to the long lead time necessary in coordinating with Snohomish County Airport, ATS, and Boeing to take the reservoir out of service, the District elected to postpone this capital project. Inspection of the interior coating system was conducted on January 31, 2014, to assess its condition. Engineer Delfel commented the tank coating was surprisingly in good condition, considering it is 25 years old. Some corrosion was noticed on each rafter

but is not significant enough to be a concern. Although recoating does not need to be performed immediately, he does recommend it be done in the next two to three years. He also stated Gray & Osborne would recommend a 100 percent solids epoxy to reduce reservoir downtime and extend the life of the interior coating system when the tank is recoated.

Discussion ensued regarding coordination with involved parties, including working with Boeing and the Airport, and logistics to ensure fire protection during the recoating and cleaning project. The Board expressed desire for staff to start coordination efforts as soon as possible.

***Enduris
Washington 2013
Annual Report***

General Manager Voetberg gave a brief report on the item, stating he has reviewed Enduris' annual report for 2013. He and Finance Manager Parks commented Enduris has been a solid and reliable risk management provider for a wide range of entities.

Other Business

None.

***ADDITIONAL
REPORTS***

Management

General Manager Voetberg gave an overview of his Manager's Report presented in the agenda packet.

Discontinuing Use of the Everett Casino Water Connection

Working with Gray & Osborne, District staff has determined and confirmed the City of Everett/MWWD water connection at Casino Road is no longer necessary. It was noted there are no customers on the affected water main. The meter was shut off February 28, and the \$5,119 monthly charge imposed by Everett will be discontinued.

Water Use Report

The Board reviewed the Water Consumption Summary Report. General Manager Voetberg stated the report only shows data as of Year 2011, since the City of Everett had assumed water from the District prior to then. For 2013, total usage increased by 4 percent over 2012.

Discussion ensued regarding the increased consumption. It was noted last year was a dry summer and the District is providing higher pressure than in previous years.

Update on Design Grant for Treatment Plant Upgrades – Centennial SRF Funding

At the November 20, 2013 Board of Commissioners meeting, the Board authorized staff to submit a loan request in the amount of \$825,000 for improvements to the Wastewater Treatment Facility. The Centennial State Revolving Fund loan for designing upgrades to the WWTF has made the initial cut and odds of obtaining the loan look promising. MWWD is currently ranked 31 out of 70 projects recommended to

receive funding. If the loan request is successful, the design project would be included in the 2015 budget for Board's consideration.

Engineer Delfel reported the 20 year loan would have a 2.7 percent interest rate, as well as a 1 percent administrative fee to manage the loan.

General Manager Voetberg distributed a letter dated February 26, 2014, from current customer and former Commissioner Edsel Caine, in which he recognized the exemplary service and professionalism exhibited by Operations Supervisor English.

Legal

None.

Engineering

Engineer Delfel reported that Trico Companies mobilized on March 3 at the Wastewater Treatment Facility. G&O met with the Snohomish County Public Utilities District (SnoPUD) to explore another conduit for utility power to the treatment facility should be added to the project. He has recommended to staff that no action be taken.

A walkthrough of the Webster Street project has been conducted to finalize the project scope.

Staff is working on closeout paperwork for the 2013 Water System Improvements project.

Engineer Delfel announced Engineer Jauhola will retire at the end of the month.

Wastewater Treatment Facility Manager Bridges reported on the Headworks project. McClure and Sons will be on site next week to install all three gates. If the third gate fails again, the contractor has reported it would switch to a different manufacturer.

Commissioners

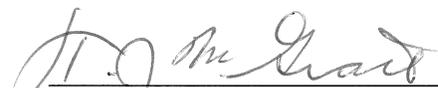
None.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:37 p.m.



President/Commissioner Johnson



Vice President/Commissioner McGrath



Secretary/Commissioner Rainville