

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

Minutes of March 19, 2014

The Regular Meeting of the Board of Commissioners of March 19, 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:  
Mike Jauhola (Gray & Osborne)

Staff:  
Gil Bridges, Wastewater Treatment Facility Manager; Kevin English, Operations Supervisor; 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 March 5, 2014. Commissioner McGrath seconded the motion. The motion passed unanimously.

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

**Vouchers**  
Approved Vouchers in the amount of \$377,615.47.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2623-2678	\$223,837.62
		2610	\$2,185.33
Wastewater Maintenance	840	2623-2678	\$35,452.05
		2679	\$1,575.05
East Wastewater Maintenance	941	2623-2678	\$51,922.98
Water Capital Improvement	745	2617-2618	\$12,640.56
Water Capital Replacement	747	2619-2620	\$13,061.70
Wastewater Capital Improvement	846	2611-2616	\$29,910.75
East Wastewater Capital Improvement	952	2621-2622	\$4,724.43
		2680	\$2,305.00

**Investment Funds Report**

Accepted the Investment Funds Report for February 2014.

**Resolution No.  
307-14**

**Declare Vehicle as Surplus and Authorize Vehicle for Auction**

Adopted Resolution No. 307-14, declaring a 2004 Ford F-150 Heritage 4x4 Super Cab truck as surplus and authorizing the General Manager to offer the vehicle for sale at an upcoming auction held by James G. Murphy Company.

**Resolution No.  
309-14**

**Accepting Developer Extension Agreement as Complete**

Adopted Resolution No. 309-14, accepting the Developer Extension Agreement for water system as complete for Dreamlifter Operations Center (DE #490).

**Resolution No.  
310-14**

**Accepting Developer Extension Agreement as Complete**

Adopted Resolution No. 310-14, accepting the Developer Extension Agreement for water system as complete for Capstone PF II LLC (DE #486).

**BUSINESS ITEMS**

**Billing Form  
Changes**

Finance Manager Parks gave a report on the item. Staff is currently in the process of changing the layout of the billing form. In the past, Automatic Funds Transfer Services (AFTS) has been sent raw data, which was placed on a billing form created by AFTS. Staff is now able to export each bill in a PDF format, eliminating potential errors AFTS may make in placing the data on the bills. It also gives the District the ability to print the bill in color, rather than the current black and white (with color logo, name, and watermark). This option will cost approximately \$2,500 per year (approximately \$0.05 per bill).

Discussion ensued regarding how sending bills in PDF format prepared by staff versus sending raw data for AFTS to prepare bills would eliminate errors. AFTS would continue to verify addresses and mail the bills.

The Board reviewed the proposed single color (black and white) and the multicolor billing forms.

There was consensus of the Board to approve the proposed multicolor billing forms sent as PDF to AFTS.

**Organizational,  
Job Description,  
and Pay  
Grade/Step  
Changes**

General Manager Voetberg gave a report on the item.

Proposed changes include switching and modifying a few job duties between the Operations Supervisor and Project Manager, and modifying the organizational structure to have the Water Quality Technician and one Utility Services Technician III employee report to the Project Manager instead of the Operations Supervisor.

The proposed changes are intended to address the following needs of the District: increase operational support on use of the District's GIS system; higher demand for Developer Extensions management; broaden or add depth to the senior management level.

General Manager Voetberg also reported he had spoken with the former MWW and OTSD general managers, as well as the current general managers of Silver Lake Water District and Cross Valley Water District.

Brief discussion ensued regarding the salary changes that would be affected, and the need for management training.

Commissioner McGrath made a motion to approve the revised job descriptions (dated March 19, 2014) of the Operations Supervisor, Project Manager, Water Quality Technician, and one Utility Services Technician III employee; and adopt Resolution No. 308-14, modifying the pay grade and pay step of the Operations Supervisor and Project Manager. Commissioner Rainville seconded the motion. The motion passed unanimously.

**Other Business** None.

### **ADDITIONAL REPORTS**

#### **Management**

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

##### Legislative Update

All the bills of interest died at some point during the legislative process, including the closely watched Assumption Bill and various bills intended to provide funding to the Public Works Trust Fund.

##### Employee Recognition Dinner

The Employee Recognition Dinner has been scheduled for May 2.

##### WASWD Retrospective Rating Program

The WASWD Board has approved a settlement on a recent claim that will result in money being refunded to the program. MWW will receive a refund of approximately \$8,300.

##### Capital Projects Status Report

All gates have arrived for the Headworks project at the Wastewater Treatment Facility. They have successfully passed leak tests. The project will be closed out upon completion of remaining administrative tasks by Gray & Osborne.

Operations Supervisor English has been researching sewer TV camera vans. Staff is investigating participating in a cooperative purchasing program to purchase the vehicle.

Discussion ensued regarding a customer letter to the Mukilteo Beacon newspaper. The letter to the editor complained about Mukilteo beaches and Puget Sound's water quality, and inaccurately pointed blame at MWWD. It was decided to not respond to the customer's letter at this point. Staff has discussed with the newspaper doing an informative series on MWWD.

The Board received the Waterline Leak Detection Report, Discharge Monitoring Report, Vector Attraction Reduction test results, and Customer Notice Tracking Report.

**Legal**

None.

**Engineering**

Engineer Jauhola thanked staff and the Board for his time working with on MWWD projects as an engineer with Gray & Osborne. The Commissioners thanked Engineer Jauhola for his help and hard work.

**Commissioners**

None.

**CONCLUDE**

There being no further business, the President of the Board concluded the meeting at 7:27 p.m.

  
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President/Commissioner Johnson

  
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Vice President/Commissioner McGrath

  
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Secretary/Commissioner Rainville