

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

Minutes of April 2, 2014

The Regular Meeting of the Board of Commissioners of April 2, 2014, 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

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

Engineering:
Eric Delfel (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 McGrath made a motion to approve the minutes of the regular meeting of the Board of Commissioners of March 19, 2014. Commissioner Rainville seconded the motion. The motion passed unanimously.

**CONSENT
AGENDA** With regard to Item No. 2.3, General Manager Voetberg announced the Port of Everett approved the Developer Extension Agreement at their Commission meeting last night. Discussion ensued regarding the project. It was noted an agreement is in place with the Port of Everett for temporary water service, as well as a service agreement with the City of Everett and pipeline license with Burlington Northern and Santa Fe Railroad (BNSF). Project Manager Matthews and Engineer Delfel spoke to the challenges associated with the project.

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 \$340,416.73.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2686-2710	\$16,550.78
Wastewater Maintenance	840	2686-2710	\$46,793.01
East Wastewater Maintenance	941	2686-2710	\$5,618.94
Water Capital Improvement	745	2681	\$44,444.06
Water Capital Replacement	747	2682	\$13,917.63

Wastewater Capital Improvement	846	2683-2684	\$208,058.29
East Wastewater Capital Improvement	952	2685	\$5,034.02

Payroll

Approved Payroll in the amount of \$142,961.88.

Developer Extension Agreement

Approved Developer Extension Agreement and authorized plans to be signed for Mount Baker Terminal Access (DE #504; Port of Everett multimodal project).

BUSINESS ITEMS

**Cooperative
Purchasing
Agreement with
Houston-
Galveston Area
Council**

**Resolution No.
311-14**

Operations Supervisor English gave a report on the item. The 2014 budget includes funding for the purchase of a CCTV inspection vehicle to allow District staff to perform televised inspections on the sewer system. During the process of researching the various equipment and vendors, staff was introduced to the Houston-Galveston Area Council (HGAC). The HGAC is a cooperative purchasing agency available to government entities in the United States and permitted to MWWD pursuant to Washington's Interlocal Cooperative Act (RCW 39.34). There are many other local entities who are purchasing members, including the City of Everett and City of Mukilteo. All CCTV vendors reviewed by staff are members of the HGAC cooperative purchasing. Purchasing through HGAC is much the same as purchasing equipment through the State Office of Procurement (State Bid) and allows MWWD to purchase precisely what is needed through existing contracts, saving time and expense of writing specifications and purchasing through the competitive bidding process.

General Manager Voetberg clarified the item presented tonight was to request participation in the cooperative purchasing program; staff will return with a request to purchase the CCTV camera van at future meeting.

Commissioner Rainville made a motion to adopt Resolution No. 311-14, authorizing the General Manager to enter into an interlocal contract with Houston-Galveston Area Council for cooperative purchasing. Commissioner McGrath seconded the motion. The motion passed unanimously.

**Granting Final
Acceptance of
the 2013 Water
System
Improvements
Project**

Project Manager Matthews gave a report on the item. At its meeting of October 16, 2013, the Board awarded a contract to B&B Utilities and Excavating for work associated with the 2013 Water System Improvements project in the amount of \$228,015.14. The project consisted of two schedules: Schedule A – 48th Place Main and Loop to Caymus Townhomes (Project #43-13) and Schedule B – Airport Road Isolation/Marino Loop (Project #42-13).

The project has been completed and the final progress estimate has been submitted. Final closeout documents, including Project Acceptance and

Release of Retainage, have been prepared for consideration. The City of Mukilteo has inspected and provided final approval of their permits. All other applicable permits and property release forms have been submitted and accepted. The final total cost for the contract is \$213,615.02. Staff recommends approval of Resolution No. 312-14, a resolution granting final acceptance of the 2013 Water System Improvements project contract.

Commissioner McGrath made a motion to adopt Resolution No. 312-14, granting final acceptance of the 2013 Water System Improvements project (Project #43-13 and Project #42-13). Commissioner Rainville seconded the motion. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management General Manager's Report

Overpayment to Everett for water through 112th Street Meter

Project Manager Matthews and General Manager Voetberg met with the City of Everett regarding the over-reporting of water use through the 112th Street meter. The City does concur with MWWD's request for a refund. Approximately half of the rebate (anticipated to be within the \$50,000 range) will be given to the Airport, as they partially paid for this over-reporting through their unaccounted for water use.

Everett Casino Water Connection

As previously reported, Gray & Osborne has concluded the Everett-MWWD water connection at Casino Road is no longer necessary. Everett and MWWD have agreed to keep the systems connected and will be developing a Memorandum of Understanding for this connection. The District will no longer be subject to a meter charge, currently \$5,119/month.

Sewer Customers not transferred to Everett

During the 2009 annexation, sewer accounts were not transferred to the City of Everett. In an informal conversation with a City representative, it was noted Everett would entertain taking over these accounts if were not for the expectation of paying for reserve capacity. Staff will work with G&O to revisit the issue to determine if there is a benefit to the District by transferring these sewer accounts to Everett.

Alderwood Water Wholesale Rate

Finance Manager Parks and General Manager Voetberg participated in an Alderwood Water Wholesale Committee meeting regarding wholesale customer rates charged by AWWD. It was recommended next year's rates stay the same as this year, and \$0.0367 per CCF will be placed in a rate stabilization fund.

Department Head Updates

Operations Supervisor English reported Reservoir #5 will be taken out of service next week for its scheduled quarterly cleaning. Gray & Osborne will inspect the tank along with MWWWD staff.

Finance Manager Parks spoke about the Water Service Connection Report, commenting the new format features more data to ensure better tracking of revenue.

Finance Manager Parks announced the Department of Revenue will begin their audit on April 21. She also reported staff is reviewing Springbrook's online bill pay/customer account access module.

Wastewater Treatment Facility Manager Bridges reported construction of the Headworks project is complete. Once operations and maintenance manuals have been delivered, staff will request the Board grant final acceptance of the project.

Project Manager Matthews reported on anticipated Developer Extension activity. Also, staff will meet the City of Mukilteo's newly hired GIS employee next week. This employee will provide services to MWWWD on a shared basis with the City. A GIS presentation by Utility Services Technician III Henson is slated for the next Board of Commissioners meeting.

Legal

Attorney Milne reported on new legislation, including the requirement for elected officials to undergo training on the Open Public Meetings Act (OPMA) and Public Records Act (PRA). The new statute was sponsored by the Attorney General's Office as a response to the number of OPMA and PRA violations throughout the State.

Engineering

Engineer Delfel reported on Trico's efficient and quality work on the road drainage improvement project.

Commissioners

None.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:32 p.m.



President/Commissioner Johnson



Vice President/Commissioner McGrath



Secretary/Commissioner Rainville