

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

Minutes of April 16, 2014

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The Regular Meeting of the Board of Commissioners of April 16, 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

Engineering:

Eric Delfel (Gray & Osborne)

Consultant:

David Hoagland (Hellam Varon)

Staff:

Gil Bridges, Wastewater Treatment Facility Manager; Kevin English, Operations Supervisor; Brandon Henson, Utility Services Technician III/GIS; Rick Matthews, Project 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 McGrath made a motion to approve the minutes of the regular meeting of the Board of Commissioners of April 2, 2014. Commissioner Rainville seconded the motion. The motion passed unanimously.

**CONSENT  
AGENDA**

There was Board consensus to pull Item No. 2.3 (Accepting Developer Extension Agreement as Complete) from the Consent Agenda for approval under Business Items, after the 2013 Financial Statements presentation.

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 \$347,087.55.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2715-2757	\$187,611.56
Wastewater Maintenance	840	2715-2757	\$66,045.09
East Wastewater Maintenance	941	2715-2757	\$12,937.14
Water Capital Improvement	745	2714	\$6,658.71
Wastewater Capital Improvement	846	2711-2713	\$73,835.05

**Investment Funds Report**

Accepted the Investment Funds Report for March 2014.

**Ratify Change Order**

Ratified Change Order #1 for WWTF Road Drainage Improvements (Project #47-13).

**BUSINESS ITEMS**

**2013 Financial Statements**

A final version of the Financial Statements for Years Ended December 31, 2013 and 2012 was presented to the Commissioners. The final version included revisions to pages 5, 24, and 31 that were distributed. The final report will be submitted to the State Auditor's Office and placed on the Consent Agenda for approval at the next Board of Commissioners meeting.

David Hoagland, of Hellam Varon, gave an overview of the District's financial statements. He stated the financial statements were similar to last year's and the District is in good financial condition. Discussion ensued regarding formal investment policies and how GASB standards restrict types of investments.

**Accept Developer Extension Agreement as Complete: Marino Avenue (DE #491)**

Developer Extension Agreement #491 for Marino Avenue has been completed, and the Transfer of Ownership and Bill of Sale for water and sewer facilities have been accepted by the District. The installation included 1025 linear feet of 8" ductile iron pipe; three fire hydrants; ten 1" water services; and ten 1.5" water services.

**Resolution No. 313-14**

The project included a Participation Agreement in an amount not to exceed \$72,400, for installing 310 linear feet of offsite 8" water main and ten water services to facilitate the transfer customer accounts from AWWD to MWWD. The District has 45 days to pay the reimbursement amount once the DE is accepted and all applicable paperwork pertaining to the Participation Agreement is received and accepted. Lien releases from the developer's contractors, subcontractors, and suppliers are the only outstanding paperwork remaining to process the reimbursement. Once received and accepted, the Participation Agreement will be brought before the Board for closeout and reimbursement.

Commissioner Rainville made a motion to adopt Resolution No. 313-14, accepting the Developer Extension Agreement for water and sewer systems for Marino Avenue (DE #491) as complete. Commissioner McGrath seconded the motion. The motion passed unanimously.

**GIS Presentation**

Project Manager Matthews introduced the District's in-house GIS specialist, Utility Services Technician III/GIS Brandon Henson who would be giving an update on staff's progress.

Utility Services Technician III/GIS Henson gave a video presentation. He explained data is collected with Trimble handheld units used by field crew and then imported into ArcMap, a mapping program used by ArcGIS. Collecting the data will allow staff to view map layers with valves, manholes,

meters, and other assets and features, along with their attributes such as static pressure and pressure zone. The base map is from Snohomish County. District and City staff will coordinate to import updated data from the County. Utility Services Technician III Henson voiced staff's goal to incorporate plans, as-built drawings, and hyperlinks to commercial customers' websites.

Discussion ensued regarding the system's capabilities and future desired direction, including the ability to incorporate plans, as-built drawings, and hyperlinks to commercial customers' websites; making the information available to employees via laptops or tablets for use in the field; assisting with historical reference information, asset maintenance, and work orders.

***Purchase of a  
Sewer Camera  
System***

General Manager Voetberg gave a report on the item. Included in the 2014 Capital Budget was funding to purchase a new sewer camera system (Project #63-14). The system will consist of sewer cameras, hardware/software for recording, and a vehicle to house the equipment. The approved budgeted amount is \$158,000.

The new sewer camera system will replace the existing sewer camera system, a piecemeal combination of various equipment and systems that does not consistently work and cannot be upgraded to communicate with District-owned software (ESRI/ArcView). The new sewer camera system with current technology will allow the District to proactively address inflow and infiltration (I&I), better plan for capital replacements, and more efficiently respond to emergency repairs.

Over the past three months, District staff has investigated and has seen demonstrations on three sewer camera systems: Cues, EnviroSite, and Aries. Based on this research, staff recommends purchasing the Cues sewer camera system. Cues is used by neighboring districts, has a high reputation for reliability, and is the preferred system by the District's field crew who will be the hands on users.

General Manager Voetberg mentioned the written report included a request to purchase a GIS/Cartograph module, but staff would like to defer this request until August when the sewer camera system would be delivered.

If authorized by the Board, the sewer camera system would be non-competitively purchased through the Houston-Galveston Area Council (HGAC). The authorization to become a member of HGAC was approved at the Board of Commissioners meeting of April 2.

Commissioners McGrath and Rainville indicated they had seen a demonstration for the Cues system at the recent WASWD conference.

Commissioner McGrath made a motion to authorize the purchase of a Cues sewer camera system through Houston-Galveston Area Council for a cost of \$158,000 plus sales tax. Commissioner Rainville seconded the motion. The motion passed unanimously.

**Granting Final Acceptance of the Big Gulch WWTF Headworks Improvements Project**

Wastewater Treatment Facility Manager Bridges gave a report on the item. At its meeting of March 21, 2012, the Board awarded a contract to McClure and Sons for the Big Gulch WWTF Headworks Improvements (Project #9-11) in the amount of \$3,308,731.39. The project has been completed and final progress estimate has been submitted. Final closeout documents, including Change Order No. 8, project acceptance, and release of retainage, have been prepared for consideration. The City of Mukilteo has inspected and provided final approval of their permits. With Change Order No. 8, the final total cost for the contract is \$3,237,014.85. WWTF Manager Bridges spoke about Change No. 8, which reduced the contract amount due to elimination of paving work.

**Resolution No. 314-14**

Engineer Delfel noted paving around the Headworks project is included in the 2014 WWTF access road paving project.

Commissioner Rainville made a motion to approve Change Order No. 8 to the Big Gulch WWTF Headworks Improvements project, reducing the contract amount by \$80,162.20; and adopt Resolution No. 314-14, granting final acceptance of the Big Gulch WWTF Headworks Improvements project (Project #9-11) project contract and contract work. Commissioner McGrath seconded the motion. The motion passed unanimously.

**Other Business**

None.

**ADDITIONAL REPORTS**

**Management**

**General Manager's Report**

Employee Recognition Dinner: General Manager Voetberg reminded the Board about the upcoming employee recognition dinner.

S-7 Lift Station Project: PUD Incentive Program: Snohomish County PUD has notified the District they have formally authorized incentive funding associated with recent improvements to the S-7 Lift Station. The estimated amount of the incentive is \$2,100 and will be disbursed in August after receiving flow data through the end of June.

New AWWD Commissioner: AWWD has appointed Dean Lotz to replace Commissioner Roy George who retired in January. Mr. Lotz currently works as a Utility Foreman for Woodinville Water District and previously worked for AWWD's Maintenance & Operations Department.

The Board received the Capital Projects Status Report, First Quarter 2014 Capital Budget Activity Report, and Discharge Monitoring Report.

MWWD will participate in the City of Mukilteo's Touch-A-Truck event scheduled for May 10. WWTF Lead Darin Janda and Water Quality Technician Jared Alexander will demonstrate the District's vector truck.

**Department Head Updates**

Wastewater Treatment Facility Manager Bridges reported TSI and Dutton

are finishing their work on the SCADA project, and District acceptance of the 2013 SCADA project will be presented to the Board at its next meeting.

Project Manager Matthews reported staff and District's legal counsel are working with AT&T on negotiating a cell tower lease for the Paine Field reservoir. A structural review from AT&T's engineer was received and forwarded to Gray & Osborne today.

Operations Supervisor English reported staff has drained Reservoir #5 for cleaning. It has been four years since the last cleaning. Staff noticed extensive blistering and bubbling on the reservoir floor. Engineer Delfel and Rudy Shearer, of Quality Coating Inspection and Consulting, Inc., inspected the interior painting and will provide a written report.

Finance Manager Parks reported the State's Department of Revenue Services will begin its revenue audit of MWWWD on Monday.

**Legal** None.

**Engineering** None.

**Commissioners** Commissioner Rainville and Commissioner McGrath commented the recent WASWD conference in Yakima was very well done. Topics of discussion included horizontal directional drilling; public disclosure of documents created or accessed with personal computers and smartphones; and a recent emergency in King County that occurred 5 p.m. on a Friday, requiring customers to boil water.

**CONCLUDE** There being no further business, the President of the Board concluded the meeting at 7:55 p.m.

  
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President/Commissioner Johnson

  
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Vice President/Commissioner McGrath

  
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Secretary/Commissioner Rainville