

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

Minutes of May 21, 2014

The Regular Meeting of the Board of Commissioners of May 21, 2014, was called to order at the District office by President Johnson at 7:01 p.m.

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

Engineering:
Eric Delfel (Gray & Osborne)

Staff:
Gil Bridges, Wastewater Treatment Facility Manager; Rick Matthews,
Project Manager; Jim Voetberg, General Manager; Lisa Wolfson,
Management/Project Assistant

**APPROVAL OF
AGENDA** General Manager Voetberg requested Item No. 3 (Revisions to Employee Policy Handbook) remain on the agenda for discussion only and not an action item to be considered by the Board.

Commissioner McGrath made a motion to approve the agenda as revised. Commissioner Rainville seconded the motion. The motion passed unanimously.

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

MINUTES Commissioner Rainville requested a correction be made to the minutes of May 7, 2014, Page 4, second paragraph, last word, indicating the word should be corrected from “revenues” to “reserves”; so the sentence reads, “He noted this would be a good opportunity to rebuild reserves.”

Commissioner Rainville made a motion to approve the minutes of the regular meeting of the Board of Commissioners of May 7, 2014 as revised. 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 \$372,464.76.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2831-2871	\$257,434.24
Wastewater Maintenance	840	2831-2871	\$77,368.32
East Wastewater Maintenance	941	2831-2871	\$11,633.41
Water Capital Improvement	745	2826	\$8,879.32
Wastewater Capital Improvement	846	2827-2830	\$17,149.47

BUSINESS ITEMS

**Revisions to
Employee Policy
Handbook**

General Manager Voetberg gave a report on the item. He reiterated that questions have arisen since inclusion of the item in the agenda packet. He requested the item be discussed tonight to generate additional questions. The item will be brought back for adoption once staff has obtained answers to the questions.

**Resolution No.
319-14**

He reported the revisions to the Employee Policy Handbook were brought about due to a recently enacted State Law requiring employers to grant up to two unpaid days off to employees for purposes of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization (SSB 5173). Since the Employee Policy Handbook required amending to comply with State Law, staff used the opportunity to address recent changes to employee schedules and use of vacation and sick time. A modification restricting use of District equipment was also included. The revised exhibit to the resolution presented tonight was prepared upon review by Kathy Webber, of Inslee, Best, Doezie & Ryder, to comply with IRS requirements regarding donation of sick time.

The Board posed questions regarding modified work schedules, paid holidays, days attending seminars or training, and sick leave donation/conversion/buyback.

General Manager Voetberg stated he would confer with Ms. Webber and Finance Manager Parks, and return to the Board with more information.

**MWWD/AWWD
Service Area on
Marino Ave.:
Participation
Agreement with
Matt Echelbarger
Building Co.**

Project Manager Matthews gave a report on the item. At the April 16, 2014 Board of Commissioners meeting, the Board accepted as complete Developer Extension Agreement #491 with developer Matt Echelbarger Building Co. A Participation Agreement was tied to the Developer Extension project to install 310 LF of offsite water, and MWWD agreed to reimburse the developer up to \$72,400 for this work. The offsite improvements have been accepted as complete and are in service. MWWD has received and accepted all applicable paperwork needed to process the reimbursement amount of \$72,056.48.

Commissioner Rainville made a motion to authorize the processing and payment of \$72,056.48 to Matt Echelbarger Building Co. in accordance with the Participation Agreement (Resolution No. 243-12). Commissioner McGrath seconded the motion. The motion passed unanimously.

**Change in Scope
for Capital
Project #62-14**

Project Manager Matthews gave a report on the item. Included in the 2014 budget was funding in the amount of \$175,000 for the purchase and installation of a backup generator at Lift Station #8 (Project #62-14). During Gray & Osborne's recent development of a scope of work that included an updated project cost, it was estimated the project cost is now in the

\$306,000 range. Part of the cost increase is associated with a need to include a generator enclosure due to the lift station's proximity to residential houses; part of the increase is due to increasing contingency; and part of the increase was simply due to underestimating the original project cost. Because of the higher and more accurate cost estimate, staff has revisited the decision-making process behind the recommendation of constructing a backup generator at L.S. #8.

The District has four lift stations without onsite backup generation: L.S. #4, #8, #11, and #14. Staff believes it is possible to operationally plan for and keep these four lift stations operational during isolated power outages, with the use of trailer-mounted portable generators.

President Johnson voiced his support of the concept and the use of quick connects at the lift stations, stating they are quick, easy, and safer to install, and there is no need for an electrician to connect the generators.

Discussion ensued regarding whether staff should be limited to looking at only 100 kW portable generators, as the difference in price between 100 kW and 150 kW generators is nominal; and whether staff should pursue purchasing one generator as well as repairing the existing generator.

General Manager Voetberg and Project Manager Matthews stated staff would come back with cost to repair the inoperable generator and cost to purchase one new generator, and ask for direction from the Board.

Engineer Delfel commented the original budget was for a tight enclosure, and afterwards staff considered a quieter walk-in enclosure. He stated having two backup generators mitigates risk should one trailer-mounted generator be immovable in inclement weather conditions and permanent generators would require increased telemetry and L&I inspections.

Commissioner Rainville made a motion to change the scope of work for Capital Project #62-14 from the purchase and installation of a backup generator at Lift Station #8 to the purchase or repair of a trailer-mounted generator, with the added possibility of purchasing a second generator, and the installation of generator quick connects at Lift Stations #4, #8, and #11. Commissioner McGrath seconded the motion. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

May Sno-King Meeting and E-mail from WASWD Executive Director Blair Burroughs: General Manager Voetberg reported on the final legislative report submitted by Sno-King Water District Coalition's lobbyist at their last meeting. Also noted was an e-mail from WASWD's executive director

regarding a change in SEPA rules that WASWD and Sno-King supported.

Operations Supervisor Resignation: Operations Supervisor English has resigned from employment with the District. At this time, his duties are being handled by Project Manager Matthews and Utility Services Lead Munson. General Manager Voetberg will evaluate the District's needs and possibly suggest modifications to the Operations Department's organizational structure.

Public Records Request Policy: The District's public records request policy is due for an update in order to comply with current State laws and regulations. Staff will work with Legal Counsel and present an updated policy to the Board for consideration in the near future.

Customer Letter: The Board reviewed a letter submitted by a customer with concerns of high sewer costs and limited financial means. The Board directed General Manager Voetberg to prepare a letter advising the customer of local resources such as the Red Cross and Food Bank who could provide assistance.

Financial Recovery of Paine Field Booster Pump: The Board reviewed an update on the financial recovery of the Paine Field Booster Pump, documenting savings of over \$550,000 per year on District purchased water costs.

General Manager Voetberg announced he received a phone call from the Public Works Trust Fund who advised him that completed projects were not eligible for PWTF loans. He requested the \$2 million loan request for completed projects at the WWTF be reallocated to the application for future improvements at the WWTF, thereby requesting a total of \$7 million instead of \$5 million as initially requested.

General Manager Voetberg announced the District had received a check for approximately \$50,000 as refund for overpayment to Everett for water through the 112th Street Meter. Half of this amount was paid to Paine Field Airport as they partially paid for this over-reporting through their unaccounted for water use.

The Board received the Capital Projects Status Report, First Quarter 2014 Financial Reports Update, and Discharge Monitoring Report.

Department Head Updates

Wastewater Treatment Facility Manager Bridges distributed a sheet showing the top five dewatering well producers. Recording commenced May 9, 2014 and included 13 days of running time. Discussion ensued regarding maintenance, and the need to document and train on optimal operations of the pumps.

Project Manager Matthews reported that Tramco recently had an electrical issue that caused the fire sprinkler head and additional sprinklers to go off

and run for 27 minutes. More than 373,000 gallons of water were discharged.

Legal

None.

Engineering

Engineer Delfel reported Trico has completed their work on the Wastewater Treatment Facility road dewatering well project (Project #47-13). Engineer Delfel noted he and District staff have walked the road at the treatment facility to determine needed patching and overlay for the upcoming paving project (Project #59-14). He noted he has submitted 60% drawings for the 3rd St. Sewer Main Replacement project (Project #58-14).

Engineer Delfel announced he would not be in attendance at the next regular meeting of June 4, and Engineer Harry Sellers will represent Gray & Osborne. He also announced that Engineer Sellers has announced his retirement for the end of June.

Commissioners

Commissioner Rainville announced Sno-King Water District Coalition is continuing discussions regarding fish consumption and potential impacts to the treatment facility.

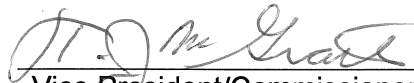
Discussion ensued regarding upcoming Board of Commissioners meetings. President Johnson has a conflict the evening of June 18, and he and Commissioner Rainville have conflicts on July 2. The meeting schedule will be discussed at the next regular meeting of June 4.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 8:01 p.m.



President/Commissioner Johnson



Vice President/Commissioner McGrath



Secretary/Commissioner Rainville