

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

Minutes of June 4, 2014

The Regular Meeting of the Board of Commissioners of June 4, 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:
Harry Sellers (Gray & Osborne)

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

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

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

**VISITORS AND
COMMENTS
FROM THE
AUDIENCE** Customers Scott and Dorothy Greaves were in attendance to contest \$250
in fees (\$50 for meter turn-off after nonpayment; \$200 for unauthorized use
of water/meter turn-on) that were charged. They explained that they had
recently signed up for Doxo paperless billing, but did not understand
delinquency notices were only being sent through Doxo. The Greaveses
turned on the water on a Sunday night upon returning from out of town and
claimed they did not see the yellow shut-off notice that the District places
with turned off meters. The next business day Mr. Greaves came to the
District office and paid the account in full, but was not aware an additional
\$250 in fees was added to the next bill.

Discussion ensued regarding the customers' good payment history up to
this point and how the yellow shut-off notice could have been overlooked.

Commissioner McGrath made a motion to waive \$200 for unauthorized use
of water. Commissioner Rainville seconded the motion. The motion
passed unanimously.

The Board encouraged the Greaveses to submit a formal leak adjustment
request and to get more information about the Doxo paperless billing
service. They also reminded the customers the District has an afterhours
service.

Mr. and Mrs. Greaves thanked the Board and staff, and left the Board Room at 7:29 p.m.

President Johnson requested staff look into the meter turn-off/meter lock policy, and to look at ways to reduce the chance of the yellow shut-off notice not being observed by customers.

Commissioner McGrath requested staff also review the Doxo paperless billing registration process to ensure customers realize it is their responsibility to log onto their accounts to look at bills and delinquency notices.

MINUTES

Commissioner Rainville made a motion to approve the minutes of the regular meeting of the Board of Commissioners of May 21, 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 \$215,601.60.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2875-2910	\$96,223.88
Wastewater Maintenance	840	2875-2910	\$41,479.76
East Wastewater Maintenance	941	2875-2910	\$4,945.74
Water Capital Improvement	745	2873, 2911	\$72,477.48
Wastewater Capital Improvement	846	2872	\$322.47
East Wastewater Capital Improvement	952	2874	\$152.27

Payroll

Approved Payroll in the amount of \$158,800.79

BUSINESS ITEMS

**WASWD
Retrospective
Rating Plan
Agreement**

General Manager Voetberg gave a report on the item. For over 10 years, the District has participated in WASWD's retrospective rating program for workers compensation insurance. Retrospective rating plans are rating programs designed where the final premium is based on actual losses incurred during the policy period. They can be valuable tool in controlling the total cost for agencies' workers compensation programs.

The new agreement from WASWD has some technical changes needed to accurately reflect which program WASWD is participating in with the State's Department of Labor & Industries (L&I), and clarifies the responsibilities of participating districts in the event of an appeal (such as one submitted by WASWD last year).

Legal Counsel Milne had reviewed the agreement and supported its approval prior to the June 30 deadline.

Commissioner Rainville made a motion to approve the Retrospective Rating Plan Agreement with the Washington State Association of Sewer and Water Districts, and authorize the General Manager to sign the agreement on behalf of the District. Commissioner McGrath seconded the motion. The motion passed unanimously.

President Johnson asked about the participating agency that had a large appealed claim, whether the agency had safety programs, and whether they were in good standing with WASWD.

**Communications
Site Use and
License
Agreement with
New Cingular
Wireless (AT&T)**

General Manager Voetberg gave a report on the item. Over the past several months, staff and Kay Brossard of Inslee, Best, Doezie & Ryder have been negotiating with New Cingular Wireless (AT&T) for the placement of cell service equipment on the District's Paine Field Reservoir property. General Manager Voetberg discussed notable terms of the agreement.

Legal Counsel Milne had reviewed the agreement and supported its adoption.

Commissioner Rainville made a motion to enter into a communications site use and license agreement with New Cingular Wireless PCS, LLC for locating cell service equipment at the Paine Field Reservoir property located at 3300 109th Street SW, and authorize the General Manager to execute the agreement on behalf of the District. Commissioner McGrath seconded the motion. The motion passed unanimously.

Discussion ensued regarding performing maintenance of the reservoir with the telecommunications equipment attached.

**Emergency Lift
Station
Generators
(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). At the May 21, 2014 Board meeting, staff was authorized to change the scope of work for Capital Project #62-14 from the purchase and installation of a backup generator at L.S. #8 to the purchase of a new trailer-mounted generator, the repair of the existing trailer-mounted generator and the installation of generator quick connections at lift stations without generators.

The District has four lift stations without onsite backup generators: L.S. #4, #8, #11, and #14. All four are smaller lift stations serving a limited number of customers. L.S. #4 serves only seven single family lots and it is not recommended for upgrade in this project. L.S. #11 and #14 are already equipped with transfer switches and generator quick connects. This project

recommends the purchase/repair of two trailer-mounted generator units and the installation of a manual transfer switch and generator quick connect at L.S #8.

Gray & Osborne has developed a scope of work that includes preparing standard operating procedures for the connection and transfer of power, emergency response times to the sites, design and bidding of the electrical project at L.S. #8, and construction management.

Estimates indicate that the sum for all four phases of the project, purchase of a new 150 kW Generator, repair of 100kW generator, G&O scope and the electrical upgrades at L.S. #8, will come in below the original budgeted amount of \$175,000.

General Manager Voetberg reported FEMA has increased the amount of money available through its Pre-Disaster Mitigation program, and generators and generator equipment appears to be eligible for funding; therefore, staff may apply for the FEMA funding as a possible funding source for the proposed generators.

The Board discussed the FEMA grant, possible purchasing through HGAC, and the project in general.

Commissioner McGrath made a motion to authorize the purchase of a new 150 kW trailer-mounted generator at a cost not to exceed \$70,000; authorize the repair of the existing 100 kW trailer-mounted generator with a new generator end and controller at a cost not to exceed \$20,000; approve the G&O-prepared scope of work, dated May 30, 2014, for design and construction management for a manual transfer switch and generator quick connect at Lift Station #8 at a cost not to exceed \$30,700; and authorize staff to bid the manual transfer switch and generator quick connect electrical project at L.S. #8. Commissioner Rainville seconded the motion.

President Johnson made a friendly amendment to the motion to pursue funding through FEMA, and if not available to proceed per the original motion. The motion passed unanimously.

***Scheduling
Future Meetings***

The Board discussed conflicts with their schedules affecting the future regular meetings of June 18 and July 2, 2014.

Commissioner McGrath made a motion to cancel the regular meeting of June 18 and to schedule a special meeting for June 18 at 12:00 p.m. to discuss any business that may come before the Board; and to cancel the regular meeting of July 2 and to schedule a special meeting for July 7 at 2:00 p.m. to discuss any business that may come before the Board. Commissioner Rainville seconded the motion. The motion passed unanimously.

Legal Counsel Milne announced he would not be in attendance at the July 7 special meeting.

Other None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

Department of Ecology – Early Notice Letter: General Manager Voetberg reported staff received an Early Warning Letter from the Department of Ecology regarding suspected contaminated soils within the Wastewater Treatment Facility access road. Engineer Delfel of Gray & Osborne believes the letter was triggered when petroleum-contaminated soils were reported and removed as part of the Headworks project. Gray & Osborne will contact the Department of Ecology to get additional information. The issue may have an impact on the access road and treatment facility paving project scheduled for this year.

WWTF Structural Steel Painting: Bids have been prepared and advertised for painting of structural steel at the WWTF. Sealed bids will be opened July 13. The intent is to initiate a painting program in order to extend the life of the structural steel, thereby deferring a \$1 million project identified in the Comp Plan.

Visit to Boulder Park: General Manager Voetberg announced he would attend a biosolids tour at Boulder Park the following week. President Johnson announced members of Alderwood Water & Wastewater District would also attend.

The Board received the Customer Notice Tracking and Past Due Aging Reports, and the Vector Attraction Reduction (VAR) Test Results.

Department Head Updates

Wastewater Treatment Facility Manager Bridges reported the District has successfully passed the last two VAR tests, and operations at the WWTF have been going well.

President Johnson spoke about the outfall that was upgraded last year, and about ensuring any warranty items are checked out before the warranty period expires.

Project Manager Matthews reported water demand is up this week. He reported on a potential large development. He also announced that there have been a number of water/sewer permits have been purchased as a result of the recent Marino Avenue development/improvements.

Legal Legal Counsel Milne reported on two court decisions: City of Wenatchee v. Chelan County PUD regarding code cities having authority to impose utility taxes on other municipalities that have water systems within its city limits; and a case involving the City of Bainbridge Island where council members had used their personal computers/personal email addresses for city business.

Engineering Engineer Sellers reported on the contaminated soils identified during the Headworks project and stated Gray & Osborne staff would perform more assessments. With regard to his retirement this month, he voiced his pleasure working with staff and the Commissioners over the years.

Commissioners Commissioner McGrath reported an email from a customer expressing concern regarding bills not being received.

General Manager Voetberg responded he has spoken to the customer's property management company regarding the issue, and stated they had been experiencing mail delivery issues. The property management company will contact MWWWD if no bill is received by a certain date, and will follow up with the customer.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 8:44 p.m.

President/Commissioner Johnson



Vice/President/Commissioner McGrath



Secretary/Commissioner Rainville