

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

Minutes of June 18, 2014

The Special Meeting of the Board of Commissioners of June 18, 2014, was called to order at the District office by Commissioner McGrath at 12:03 p.m. The purpose of the special meeting was to discuss any other District business that may come before the Board.

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

Commissioner Johnson had called the District to advise he was running late.

Engineering:
Eric Delfel (Gray & Osborne)

Staff:
Gil Bridges, Wastewater Treatment Facility Manager; 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 Rainville noted minor clerical corrections to the June 4, 2014 minutes.

Commissioner Rainville made a motion to approve the minutes of the regular meeting of the Board of Commissioners of June 4, 2014 as corrected. Commissioner McGrath seconded the motion. The motion passed unanimously.

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

Vouchers Approved Vouchers in the amount of \$1,185,257.68.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2914-2958	\$215,101.94
Wastewater Maintenance	840	2914-2958	\$946,485.94
East Wastewater Maintenance	941	2914-2958	\$10,925.02

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Capital Improvement	745	2912	\$5,160.46
Wastewater Capital Improvement	846	2913	\$7,584.32

BUSINESS ITEMS

Award Contract for WWTF General Manager Voetberg gave a report on the item.

Structural Steel Painting Project Discussion ensued regarding the wide range of bids.

Commissioner Rainville made a motion to adopt Resolution No. 320-14, awarding a contract for the 2014 Wastewater Treatment Facility structural steel painting project to the lowest responsible bidder, K-A General Construction, at a cost not to exceed \$25,087.84, including sales tax. Commissioner McGrath seconded the motion. The motion passed unanimously.

RECESS Commissioner McGrath called a recess at 12:11 p.m. to await Commissioner Johnson's arrival. He opted to continue the meeting without Commissioner Johnson and reconvened the meeting at 12:33 p.m.

Additional Reports were presented at this time.

ADDITIONAL REPORTS

Management General Manager's Report

General Manager Voetberg gave a report on: Comments on Proposed Rulemaking (CR-102) WAC 196-29-105 Practice of Land Surveying; Scott and Dorothy Greaves Billing/Leak Issue; and Resignation of Accounting Assistant.

He also reported on tasks that have been re-delegated since the resignation of the Operations Supervisor, and announced he would bring to a future meeting for Board consideration an item regarding job reorganization/title reclassification.

General Manager Voetberg announced he would not be able to attend the July 16 regular meeting of the Board of Commissioners. He said he would ask the Board at the next meeting of July 7 if they would like to change the meeting time or meeting date, or to conduct the meeting without his presence.

The Board received the Capital Projects Status Report and Discharge Monitoring Report.

Department Head Updates

Wastewater Treatment Facility Bridges reported on the completed projects at the WWTF.

Project Manager Matthews reported on the emergency lift station generator purchase, saying it would be more cost effective to purchase a trailer-mounted generator locally instead of purchasing through the HGAC cooperative purchasing contract. Staff is currently preparing bid documents.

Finance Manager Parks spoke about an article that appeared in WASWD's newsletter regarding internal financial controls.

Legal

None.

Engineering

Engineer Delfel reported on the Early Notice Letter received from the Department of Ecology regarding contamination identified during the Headworks and dewatering well projects. He distributed a packet that contained the letter, site maps depicting approximate areas of petroleum-impacted soils during both projects, and cleanup site details from the DOE's database. He noted only the access road has been identified as a contamination site, and not the entire Wastewater Treatment Facility. He recommended an assessment be performed to determine the extent of the contamination and further recommended Terracon, who performed the assessment on the removed soil during the Headworks project, perform the investigation.

Discussion ensued regarding the paving project, disposal of contaminated asphalt, timeframe, and costs.

Commissioner Rainville spoke of the need to perform the assessment/investigation right away. He made a motion to have Terracon perform a subsurface remediation investigation at the Big Gulch Wastewater Treatment Facility at a cost not to exceed \$15,000, then return to the Board with recommendations. Commissioner McGrath seconded the motion. The motion passed unanimously.

Commissioners

Commissioner Rainville spoke about the recent AWWA Conference he attended in Boston, Massachusetts.

Commissioner McGrath requested staff look into costs for laptops for the Commissioners as a way to reduce paper and to eliminate Commissioners conducting District business on personal computers.

General Manager Voetberg spoke in support of this in light of the Public Records Act regulations.

BUSINESS ITEMS

**Revisions to
Employee Policy
Handbook**

Finance Manager Parks gave a report on the item and responded to questions asked by the Board.

**Resolution No.
319-14**

Commissioner McGrath asked if the 10 hour employees were using up all their vacation time for the extra two hours needed on holidays to supplement the eight hours of pay.

Finance Manager Parks responded that this has not been an issue or a concern raised by the 10 hour employees.

Commissioner Rainville questioned if the revised Employee Policy Handbook had been reviewed by Kathy Weber, the District's labor counsel from Inslee Best.

Finance Manager Parks responded that Ms. Weber had not reviewed it and she will send it to Ms. Weber for review.

The item was deferred until the next Board meeting when all Commissioners could be in attendance and Ms. Weber has had the opportunity to review the proposed changes.

CONCLUDE

There being no further business, the Vice President of the Board concluded the meeting at 1:24 p.m.

Excused

President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath