

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

Minutes of July 7, 2014

The Special Meeting of the Board of Commissioners of July 7, 2014, was called to order at the District office by Commissioner Johnson at 2:00 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:
Mike Johnson, Thomas McGrath, Thomas Rainville

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 made a motion to approve the minutes of the
special meeting of the Board of Commissioners of June 18, 2014.
Commissioner McGrath seconded the motion. The motion passed by a
vote of 2-0, with President Johnson abstaining due to his absence from that
meeting.

**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 \$178,521.09.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	2970-3006	\$40,766.60
Wastewater Maintenance	840	2970-3006	\$44,578.91
East Wastewater Maintenance	941	2970-3006	\$79,509.30
Water Capital Improvement	745	2959-2962	\$4,670.84
Wastewater Capital Improvement	846	2963-2966	\$8,522.08
East Wastewater Capital Improvement	952	2969	\$473.36

Payroll Approved Payroll in the amount of \$134,864.49.

BUSINESS ITEMS

Employee Policy Handbook Changes

Resolution No. 319-14

Finance Manager Parks gave a report on the item. She pointed out that due to reduced staffing since the resignation of the Operations Supervisor, staff has reevaluated the 4x10 schedule for weeks with holidays. As a result, employees with 4x10 work schedules will revert to a 5x8 schedule during all weeks with holidays. District's legal counsel has reviewed the proposed changes and is fine with them, including requiring those on a 4x10 or 9/80 schedule "pay" for the extra hours with vacation time since the District pays eight hours for holidays.

General discussion ensued regarding the resolution.

Commissioner Rainville made a motion to adopt Resolution No. 319-14, adopting Amendment No. 1 to the Employee Policy Handbook. Commissioner McGrath seconded the motion. The motion passed unanimously.

Bid Award: Trailer-Mounted 150 kW Generator

Resolution No. 322-14

Project Manager Matthews gave a report on the item. He reported that after researching the purchase of a generator through MRSC's small works roster and HGAC's cooperative purchasing agreement, it was decided to formally bid the project through the District's formal bid process. The lowest responsible bidder was EC Power Systems of Washington, in the amount of \$57,087.83.

Commissioner McGrath made a motion to adopt Resolution No. 322-14, awarding the trailer-mounted 150 kW generator bid to EC Power Systems of Washington in an amount not to exceed \$57,087.83 including state sales tax, and authorizing the General Manager to execute the equipment purchase contract on behalf of the District. Commissioner Rainville seconded the motion. The motion passed unanimously.

Staff Reorganization/ Revised Job Changes

Resolution No. 321-14

General Manager Voetberg gave a report on the item. He reported that duties previously performed by the vacant Operations Supervisor position has been split between Project Manager Matthews and Utility Services Lead Munson. The success of this splitting of work duties lends to a recommendation to modify the Project Manager and Utility Services Lead job descriptions and pay classification accordingly.

Commissioner Johnson suggested Page 2 of the Operations Field Supervisor be modified to reflect the incumbent would work with the Wastewater Treatment Facility Manager, in addition to the Operations/Engineering Manager and Finance Manager.

Commissioner McGrath made a motion to approve the job descriptions of the Operations/Engineering Manager and the Operations Field Supervisor with the following revision: "Works with the Operations/Engineering

Manager, Wastewater Treatment Facility Manager, and Finance Manager"; and adopt Resolution No. 321-14, adjusting the Salary Grade and Step of Rick Matthews who is assigned the Operations/Engineering Manager position and Brian Munson who is assigned the Operations Field Supervisor position. Commissioner Rainville seconded the motion. The motion passed unanimously.

Other None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

Airport Effluent Meter – General Manager Voetberg noted ongoing discussions with the Airport regarding the Airport effluent meter. Commissioner Johnson asked about replacing the Airport effluent meter. Operations/Engineering Manager Matthews noted the meter itself is scheduled to be replaced but not relocated due to costs.

WWTF Access Road Contaminated Soil Removal – General Manager Voetberg reported the scope of work and cost for Terracon to investigate, assess, and develop a DOE-approved voluntary cleanup plan of contaminated soil within the Wastewater Treatment Facility access road, and the work would be managed under Gray & Osborne's contract.

Engineer Delfel reported the agreement for services with Terracon will be executed soon so the work can proceed, and G&O will prepare a budget amendment to their scope of work to reflect Terracon's work.

Foreclosure Accounts – General Manager Voetberg noted the District was proceeding through the foreclosure process on 30 Eastside accounts, and there was a possibility the District's attorney may have a conflict of interest on some accounts. Finance Manager Parks responded to questions from Commissioner McGrath regarding foreclosure processes, stating the process is triggered by nonpayment regardless of the dollar amount. She reminded the Board that administrative and legal fees incurred by the District are added to each account's delinquent balance.

General Manager Out of Office and Conflict with the Meeting of July 16 – There was consensus of the Board to conduct the next Board meeting as a special meeting at 4:00 p.m. on July 16.

The Board received the 2013 Raftelis Washington/Oregon Water & Wastewater Rate Survey; Customer Notice Tracking Report; Water and Sewer Service Connection Reports; and Past Due List.

Department Head Updates

Wastewater Treatment Facility Manager Bridges reported staff is awaiting paperwork from the contractor to begin work on the WWTF structural steel painting project. He voiced his appreciation of Gray & Osborne's work in getting treatment facility improvement projects on the State Revolving Fund (SRF) loan eligibility list.

Operations/Engineering Manager Matthews reported he and Engineer Delfel are working on 90% plans for the Port of Everett ferry terminal Developer Extension project. He thanked the Board for approving his revised job description.

Finance Manager Parks reported a new Accounting Assistant has been hired. She also reported that she is completing closeout Public Works Trust Fund loan paperwork for the Outfall project. The District spent only \$691,000 of the \$888,000 approved and, therefore, the loan repayment amounts will be less.

Legal None.

Engineering Engineer Delfel reported the Wastewater Treatment Facility access road dewatering project will be closed out once final paperwork on the wells is completed.

Commissioners Commissioner Rainville spoke about the Sno-King Water District Coalition meeting held earlier in the day. He commented their lobbyist has been very active in advocating for the Coalition and addressing issues regarding the Public Works Trust Fund funding and fish consumption.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 2:50 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath