

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

Minutes of August 6, 2014

The Regular Meeting of the Board of Commissioners of August 6, 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

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

Engineering:
Eric Delfel (Gray & Osborne)

Staff:
Gil Bridges, Wastewater Treatment Facility Manager; Rick Matthews, Operations/Engineering Manager; Sue Parks, Finance Director; 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** None.

MINUTES Commissioner Rainville made a motion to approve the minutes of the special meeting of the Board of Commissioners of July 16, 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 \$222,036.76.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3050-3094	\$24,221.27
Wastewater Maintenance	840	3050-3094	\$56,398.08
		3096	\$8,179.33
East Wastewater Maintenance	941	3050-3094	\$118,159.10
Water Capital Improvement	745	3048-3049	\$4,134.96
Wastewater Capital Improvement	846	3045-3046	\$10,729.54
East Wastewater Capital Improvement	952	3047	\$214.48

Payroll Approved Payroll in the amount of \$139,314.86.

BUSINESS ITEMS

Repair of Trailer-Mounted 100 kW Generator (Project #62-14) Operations/Engineering Manager Matthews gave a report on the item. Commissioner Rainville made a motion to adopt Resolution No. 324-14, awarding repair of trailer-mounted 100 kW generator to Generator Services NW at an estimated total cost of \$15,561.69 (including freight and sales tax); and authorize the General Manager to execute the repair contract on behalf of the District. Commissioner McGrath seconded the motion. The motion passed unanimously.

Resolution No. 324-14

Updating the Rules Governing Public Inspection and Copying of Public Records General Manager Voetberg introduced the item and discussed minor changes and corrections.

Legal Counsel Milne gave a report on the item. He noted public disclosure rules have changed significantly over the last several years and the Public Records Act now has a standalone chapter of RCW 42.56.

Resolution No. 325-14 Discussion ensued regarding the resolution's item 7.g, Payment Methods.

After discussion, the Board directed staff to amend item 7.g of the resolution to require cash, cashier's check, or money order for total copying costs over \$100.

Commissioner McGrath made a motion to adopt Resolution No. 325-14, adopting the rules governing public inspection and copying of public records, with the changes and corrections noted by the General Manager and item 7.g amended to require cash, cashier's check, or money order for total copying costs over \$100, and repealing Resolution Nos. A-525 and A-778; and to bring the resolution back for signature at the next meeting of the Board of Commissioners. Commissioner Rainville seconded the motion. The motion passed unanimously.

2nd Quarter 2014 Financial Reports Finance Manager Parks gave a report on the item.

Brief discussion ensued regarding the financial reports presented in the agenda packet.

Other Business None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg gave a report on the Airport Effluent Meter and the Webster Street Water Project.

General Manager Voetberg also reported he attended a meeting of the State's Board of Registration for Professional Engineers and Land Surveyors Survey Committee where they reviewed and discussed rule proposals for WAC 196-29-105 and WAC 196-29-205. He believes the committee is now heading in the right direction and proposed rules will cause less impact to water-sewer districts' day to day operations.

Engineer Delfel reported on the Wastewater Treatment Facility Access Road Paving Project. A Limited Site Investigation report from Terracon was presented to the Board for review. It was noted only one test site, Test Pit 4, had contaminants that exceeded the Department of Ecology's maximum allowable levels. Engineer Delfel reported the total cost to remove the contaminated soil and replace with clean soil would be approximately \$45-\$65 thousand.

Commissioner McGrath expressed concern regarding the wording of Terracon's Conclusions and Recommendations where they state petroleum impacts may be present in soils beneath the utility alignment and how this would be interpreted by the Department of Ecology.

After further discussion, Engineer Delfel said he will talk to Terracon about clarifying this section of their report.

General Manager Voetberg reported G&O can provide an update at the next meeting when the award for the Access Road Paving Project is scheduled. He commented on the risk of paving the road prior to the Department of Ecology's signoff that contaminants had been removed.

Customer Notice Tracking Report

The Board reviewed the Customer Notice Tracking Report.

Vector Attraction Reduction (VAR) Test Results

The Board reviewed the VAR Test Results.

Department Head Updates

Finance Manager Parks reported staff is preparing a Request for Proposal (RFP) for IT services.

Operations/Engineering Manager Matthews reported staff has received the executed pipeline licenses from BNSF that are required prior to construction for the Port of Everett's developer extension agreement.

Wastewater Treatment Facility Manager Bridges reported Treatment Plant Operator Bahl has retired after working with the District for 23 years. The position will remain vacant until the end of the year. He also reported the structural steel painting over Ditch Basin A should be complete by next week.

Legal

Legal Counsel Milne distributed a spreadsheet showing status of delinquent sewer accounts. He explained that 18 of the 42 accounts have loans through banks that are represented by Inslee, Best, Doezie & Ryder. Due to the conflicts of interest, he recommended those accounts be referred to another attorney's office, such as the office of Andrew Maron, who also represents Alderwood Water and Wastewater District.

There was consensus of the Board to refer the lien/foreclosure accounts with Inslee Best conflicts of interest to the office of Andrew Maron for processing.

Engineering

Engineer Delfel reported that the Access Road Paving Project and the 3rd Street Sewer Improvements Project have been advertised. It is hoped the projects will be awarded at the next Board meeting.

Commissioners

Commissioner McGrath announced he would attend Alderwood's treatment plant tour on August 29.

CONCLUDE

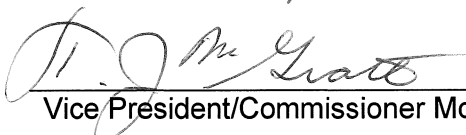
There being no further business, the President of the Board concluded the meeting at 8:29 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath