

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

Minutes of August 20, 2014

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The Regular Meeting of the Board of Commissioners of August 20, 2014, was called to order at the District office by President Johnson at 7:03 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, Operations/Engineering Manager; Sue Parks, Finance Director; Jim Voetberg, General Manager; Lisa Wolfson, Management/Project Assistant

**APPROVAL OF  
AGENDA**      A revised agenda with an additional Business Item – Water Use and Meter Charges at Boeing (Casino) Meter was presented.

A revised memorandum and Resolution No. 329-14, including bid results from the bid opening conducted the day before, were also presented for the Board's review and consideration.

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

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

**MINUTES**      Commissioner McGrath made a motion to approve the minutes of the regular meeting of the Board of Commissioners of August 6, 2014. Commissioner Rainville 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 \$534,471.58.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3104-3146	\$267,023.56
Wastewater Maintenance	840	3104-3146	\$116,944.24
East Wastewater Maintenance	941	3104-3146	\$64,345.81

Water Capital Improvement	745	3097	\$604.73
Wastewater Capital Improvement	846	3098-3101	\$60,952.60
East Wastewater Capital Improvement	952	3102-3103	\$24,600.64

**Investment Funds Report** Received Investment Funds Report dated July 31, 2014.

**Updating the Rules Governing Public Inspection and Copying of Public Records** Approved signing Resolution No. 325-14, adopting the rules governing public inspection and copying of public records; and repealing Resolution Nos. A-525 and A-778.

**Resolution No. 325-14**

**BUSINESS ITEMS**

**Increase Scope of Work for Design and Construction Management of the Big Gulch WWTF Access Road Drainage Improvements Project (Project #47-13)** General Manager Voetberg gave a report on the item. Commissioner Rainville made a motion to increase Gray & Osborne’s scope of work for design and construction management of the Big Gulch Wastewater Treatment Facility access road drainage/dewatering well project by \$6,500 to reflect additional inspection costs and costs associated with analyzing the relocation of permanent power to the treatment facility. Commissioner McGrath seconded the motion. The motion passed unanimously.

**Grant Final Acceptance of Big Gulch WWTF Access Road Drainage Improvements Project (Project #47-13)** General Manager Voetberg introduced the item. Engineer Delfel gave a report on the item. Discussion ensued regarding the final progress estimate and draft Notice of Completion of Public Works Contract included in the agenda packet. Commissioner McGrath made a motion to adopt Resolution No. 326-14, granting final acceptance of the Big Gulch Wastewater Treatment Facility access road drainage improvements project contract and contract work. Commissioner Rainville seconded the motion. The motion passed unanimously.

**Resolution No. 326-14**

**Consideration of Contract for 3rd Street Sewer Main Replacement Project (Project #58-14)** General Manager Voetberg gave a report on the item. He reported the District received only one bid which was 67 percent higher than the Engineer's estimate. He recommended the all bids be rejected. He said this project, in conjunction with the Webster Street water main and 3rd Street water main projects, could be re-bid in early 2015, when construction costs are cheaper.

**Resolution No. 327-14** Commissioner McGrath made a motion to adopt Resolution No. 327-14, rejecting all bid proposals and not awarding a contract for the 3rd Street sewer main replacement project. Commissioner Rainville seconded the motion. The motion passed unanimously.

**Award Contract for Big Gulch WWTF Road and Facility Paving Project (Project #59-14)** A revised memorandum and resolution, including bid results, were distributed for the Board's consideration.

**Resolution No. 329-14** General Manager Voetberg introduced the item.

Engineer Delfel gave a report on the item. He distributed a revised report prepared by Terracon with an updated Conclusions and Recommendations section based on Board discussion at the last regular meeting.

Discussion ensued regarding Terracon's revisions to the Conclusions and Recommendations section of their report.

Engineer Delfel said he would work with Terracon to have the final report reflect an affirmative removal of contaminated soil.

Commissioner McGrath made a motion to adopt Resolution No. 329-14, awarding the Big Gulch WWTF road and facility paving project to Granite Construction Company in the amount of \$382,148.44 including sales tax. Commissioner Rainville seconded the motion. The motion passed unanimously.

**Liability Insurance Renewal** Finance Manager Parks gave a report on the District's increased cost for liability insurance from Enduris.

Discussion ensued regarding maintaining the District's sewer system to lessen the potential for incidents resulting in claims/losses.

***Water Use and  
Meter Charges at  
Boeing (Casino)  
Meter***

General Manager Voetberg gave a report on the item and distributed a memorandum and draft letter of understanding with the City of Everett.

Brief discussion ensued.

Commissioner Rainville made a motion to authorize the General Manager to sign a letter of understanding with the City of Everett for water use and meter charges at the Boeing (Casino) meter located at 40th Avenue W. in substantially the form provided at the meeting of August 20, 2014. Commissioner McGrath seconded the motion. The motion passed unanimously.

***Other***

None.

***ADDITIONAL  
REPORTS***

***Management***

**General Manager's Report**

General Manager Voetberg gave a report on the Public Works Trust Fund loan application for improvements to the Wastewater Treatment Facility, reporting MWWD did not place on the list of recommended projects to be funded.

He distributed the draft 2015 Legislative Agenda discussed at the recent Sno-King Water-Sewer District Coalition Meeting.

**Capital Projects Status Report**

The Board reviewed the Capital Projects Status Report.

**Discharge Monitoring Report**

The Board reviewed the Discharge Monitoring Report.

**Department Head Updates**

Finance Manager Parks reported that staff continues to work on next year's budget documents. General Manager Voetberg added that staff will also develop a five-year capital project funding plan to discuss during the budget process.

Operations/Engineering Manager Matthews reported on recent side sewer issues facing staff and the strides made in the District's GIS program. He indicated staff would likely request a push camera and GIS interface module at the next Board of Commissioners meeting.

Wastewater Treatment Facility Manager Bridges reported the structural steel painting contractor has completed his work. He also reported staff is looking at ways to more consistently meet vector attraction reduction (VAR) requirements.

**Legal**                      None.

**Engineering**            None.

**Commissioners**        None.

**CONCLUDE**            There being no further business, the President of the Board concluded the meeting at 8:17 p.m.

  
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President/Commissioner Johnson

  
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Secretary/Commissioner Rainville

  
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Vice President/Commissioner McGrath