

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

Minutes of October 1, 2014

The Regular Meeting of the Board of Commissioners of October 1, 2014, was called to order at the District office by Vice President McGrath at 7:00 p.m.

**ROLL CALL/
IN ATTENDANCE** Commissioners:
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 Manager; Jim Voetberg, General Manager; Lisa Wolfson, Management/Project Assistant

Commissioner Rainville made a motion to excuse Commissioner Johnson's absence from this meeting. Commissioner McGrath seconded the motion. The motion passed unanimously.

**APPROVAL OF
AGENDA**

**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 September 15, 2014. Commissioner McGrath seconded the motion. The motion passed unanimously.

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

Vouchers Approved Vouchers in the amount of \$354,782.69.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3225-3268	\$210,733.39
		EFT	\$7,087.61
Water Capital Improvement	745	3215-3218	\$29,490.96

Wastewater Maintenance	840	3225-3268	\$60,016.78
		EFT	\$352.06
East Wastewater Maintenance	941	3225-3268	\$6,732.52
		EFT	\$3,489.45
East Wastewater Capital Improvement	952	3219-3220	\$9,738.93
Wastewater Capital Improvement	846	3221-3224	\$27,140.99

Payroll Approved Payroll in the amount of \$131,753.98.

BUSINESS ITEMS

**Credit
Adjustments Due
to Leak: First
Green Condos
(Account #5278;
5600 Harbour
Pointe Blvd. #2)**

Commissioner McGrath disclosed he resided at and sat on the homeowner association board at First Green Condos. He had been advised by legal counsel that he had no conflict of interest and was able to participate in the discussion and vote of the item.

General Manager Voetberg gave a report on the item. It was recommended the General Manager be given authorization to sign the leak credit adjustment authorization form.

Commissioner Rainville made a motion to approve a credit adjustment to First Green Condos (Account #5278) water billing in the amount of \$1,109.85; and authorize the General Manager to sign the leak credit adjustment authorization form, dated August 14, 2014, in the total amount of \$1,109.85. Commissioner McGrath seconded the motion. The motion passed unanimously.

**Account Internal
Auditing**

Finance Manager Parks reported on the item. She indicated at the September 3, 2014 Board meeting, 19 accounts had not been billed for sewer service since April 2010; staff has determined one of those accounts had been billed correctly and staff is requesting authorization to take action on 18 accounts.

Discussion ensued regarding how the error was identified and working with customers to collect amounts owed.

Commissioner Rainville made a motion to bill a sewer charge that includes only the base fee and consumption for the period April 2010 to July 2014 for the 18 accounts listed on the spreadsheet titled, "Account Charges Calculation Summary"; if requested by the account owner, authorize a payment plan of 12 months for accounts owing less than \$3,000 or a payment plan up to 24 months for accounts owing more than \$3,000; and allow a one-time only process water deduct for commercial business accounts if the account owner can document an amount of water used in processing. Commissioner McGrath seconded the motion. The motion passed unanimously.

Other Business None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg reported on the State's request to amend the Public Works Trust Fund agreement; Multi-Year Capital Expenditure Plan; and WWTF Class B VAR Requirements.

Customer Notice Tracking Report

The Board received the Customer Notice Tracking Report.

Vector Attraction Reduction (VAR) Test Results

The Board received the VAR test results.

The Board also received the Utility Billing Past Due Aging Report.

Department Head Updates

Wastewater Treatment Facility Manager Bridges reported on the status of the road paving project.

Operations/Engineering Manager Matthews reported staff is being trained on the of the 150 kW generator that has been delivered. He reported the contaminated soil at the Wastewater Treatment Facility within the access road had been removed. He reported the new Paine Field effluent meter was installed yesterday.

Finance Manager Parks reported staff continues to work on next year's budget.

Legal

District Legal Counsel Milne reported his office will file foreclosure actions for delinquent accounts within the next few days.

General Manager Voetberg added that 11 accounts had been forwarded to Andrew Maron's office (Short Cressman & Burgess) and staff will help his office get up to speed.

Engineering

None.

Commissioners

Commissioner McGrath suggested staff invite Dan Matthews, 21st District State Senate candidate, to a future meeting of the Board.

**EXECUTIVE
SESSION**

**Paine Field
Effluent Meter
Overbilling**

General Manager Voetberg requested an executive session pursuant to RCW 42.30.110(1)(i) to discuss with counsel potential litigation relating to the Paine Field wastewater disposal agreement. Following discussion, Commissioner Rainville made a motion to convene an executive session on that basis. Commissioner McGrath seconded the motion, which carried unanimously. Before convening the executive session at 7:40 p.m., Commissioner McGrath advised the executive session would conclude at approximately 8:15 p.m. The Commissioners, General Manager Voetberg, Finance Manager Parks, Operations/Engineering Manager Matthews, District Engineer Delfel, and District Legal Counsel Milne then attended the executive session. At 8:15 p.m. the executive session was extended to 8:30 p.m., which was publicly announced. At 8:30 p.m. the executive session was extended to 8:40 p.m., which was publicly announced. The executive session concluded at 8:40 p.m. and the open public meeting was reconvened.

CONCLUDE

There being no further business, the Vice President of the Board concluded the meeting at 8:41 p.m.

Excused

President/Commissioner Johnson

Thomas A. Rainville

Secretary/Commissioner Rainville

Jim McGrath

Vice President/Commissioner McGrath