

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

Minutes of November 5, 2014

The Regular Meeting of the Board of Commissioners of November 5, 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

Engineering:
Eric Delfel (Gray & Osborne)

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

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

**APPROVAL OF
AGENDA** Motion by Commissioner Rainville, second by Commissioner McGrath, to approve the agenda as presented. The motion passed unanimously.

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

MINUTES Motion by Commissioner McGrath, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners of October 15, 2014. The motion passed unanimously.

**CONSENT
AGENDA** Motion by Commissioner Rainville, second by Commissioner McGrath, to approve the Consent Agenda as presented. The motion passed unanimously.

Vouchers Approved Vouchers in the amount of \$906,408.06.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3340-3385	\$97,699.73
Wastewater Maintenance	840	3340-3385	\$38,260.58
East Wastewater Maintenance	941	3340-3385	\$132,464.07
Water Capital Improvement	745	3328-3331	\$26,803.33
East Wastewater Capital Improvement	952	3332-3334	\$156,750.30
Wastewater Capital Improvement	846	3335-3339	\$454,430.05

Payroll Approved Payroll in the amount of \$129,830.99.

BUSINESS ITEMS

Settlement Agreement with Snohomish County for Paine Field Effluent Meter Overbilling General Manager Voetberg gave a report on the item.
Motion by Commissioner Rainville, second by Commissioner McGrath, to approve the Settlement Agreement between the District and Snohomish County Airport for inaccurate sewer effluent meter readings, and authorize the General Manager to sign the agreement on the District's behalf. The motion passed unanimously.

VISIT FROM LEGISLATOR

Representative-Elect Lillian Ortiz-Self arrived at 7:06 p.m.

General Manager Voetberg introduced Representative-Elect Ortiz-Self.

The Board shared with Representative-Elect Ortiz-Self legislative issues affecting MWWD and other water-sewer districts in the state, specifically: restoring funding to the Public Works Trust Fund; potential impact of fish consumption rules to water-sewer districts; and requiring assumptions be approved by voters. They spoke about Sno-King Water District Coalition as a second voice with the Washington Association of Sewer and Water Districts (WASWD) and they recommended the Representative-Elect speak with Steve Lindstrom, Sno-King lobbyist.

Representative-Elect Ortiz-Self asked questions, specifically about the PWTF, and spoke of the need to raise dollars for education. She thanked the District Commissioners and staff, and stated she looked forward to meeting with Mr. Lindstrom. She left the meeting at 7:22 p.m.

**BUSINESS ITEMS
(continued)**

On-Call Professional Services Agreement with Technical Services, Inc. General Manager Voetberg gave a report on the item.
Motion by Commissioner Rainville, second by Commissioner McGrath, to adopt Resolution No. 332-14, authorizing the District to enter into a Professional Services Agreement with Technical Systems, Inc. (TSI) for ongoing Wastewater Treatment Facility SCADA and logic control systems programming and improvement services. The motion passed unanimously.

Resolution No. 332-14

Big Gulch WWTF Road and Facility Paving Project Acceptance (Project #59-14) A revised final progress estimate from Gray & Osborne dated November 3, 2014 was distributed. Operations/Engineering Manager Matthews gave a report on the item. He reported the revised progress estimate resulted from increased asphalt prices, and the project work still came under budget.

Resolution No. 333-14 Motion by Commissioner McGrath, second by Commissioner Rainville, to adopt Resolution No. 333-14, granting final acceptance of the Big Gulch WWTF Road and Facility Paving project contract and contract work for Granite Construction Company.

WWTF Access Road Paving General Manager Voetberg gave a report on the item.

Design Services – Amend Scope of Work (Project #59-14) District Engineer Delfel reported there is work yet to be completed by Terracon and their finalized report to the Department of Ecology reflecting removal of all known contaminants in the roadway is still forthcoming. They will start voluntary cleanup work so MWWWD can be removed from the DOE list of sites with contaminated soil.

Motion by Commissioner McGrath, second by Commissioner Rainville, to authorize amendment to scope of work for Gray & Osborne's design and construction management services on the WWTF paving project (Project #59-14), increasing the cost of services by \$17,000 for additional work associated with testing, mapping, construction monitoring, and documenting removal of contaminated soil. The motion passed unanimously.

3rd 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 reported on the Centennial State Revolving Loan Fund for design of improvements to the Wastewater Treatment Facility.

The Board expressed desire to conduct the General Manager review and goal setting at the Board meeting of December 3.

General Manager Voetberg announced he would be out of the office the week of November 11.

Customer Notice Tracking Report

The Board received the Customer Notice Tracking Report.

The Board also received the Past Due Aging Report

Department Head Updates

Finance Manager Parks reported staff is working with the 18 accountholders who had not been billed for sewer service since April 2010. A formal report will be presented at the next Board meeting.

Operations/Engineering Manager Matthews spoke about summer vs. winter flows experienced by Paine Field.

Wastewater Treatment Facility Manager Bridges reported on the fine paving job done by Granite Construction. Staff has started review of applications for the vacant Wastewater Treatment Plant Operator I position.

Legal

District Legal Counsel Milne spoke about a recent court case in Wenatchee where it was determined code cities have authority to impose utility taxes on other municipalities that have water systems within its city limits. He added that MWWD's franchise agreement with the City of Mukilteo allows a franchise fee credit if a tax were to be imposed. He spoke about MWWD's franchise agreement being a good benchmark for the industry.

Engineering

District Engineer Delfel spoke about the Lift Station #8 generator project. Gray & Osborne hopes to open bids for the manual transfer switch before Thanksgiving and award the small works contract at the Board meeting of December 3.

Commissioners

President Johnson commented on the favorable article in the Mukilteo Beacon newspaper regarding MWWD's transition to radio read meters.

Discussion ensued regarding the State audit and its entrance interview scheduled for the following day. Commissioner McGrath will attend the entrance interview.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 8:19 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath