

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

Minutes of January 7, 2015

The Regular Meeting of the Board of Commissioners of January 7, 2015, 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 Counsel:
John Milne (Inslee, Best, Doezie & Ryder)

Staff:
Gil Bridges, Wastewater Treatment Facility Manager; Sue Parks,
Finance Manager; Jim Voetberg, General Manager; Lisa Wolfson,
Management/Project Assistant

**APPROVAL OF
AGENDA** General Manager Voetberg announced a revised agenda had been presented. Oath of Office was removed from the agenda; and the Commissioner Electronic Device Policy was revised and a resolution to adopt the policy was presented.

Motion by Commissioner Rainville, second by Commissioner McGrath, to approve the revised 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 November 19, 2014. The motion passed unanimously.

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

Vouchers Approved Vouchers in the amount of \$349,706.99.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3540-3581	\$271,986.97
Wastewater Maintenance	840	3540-3581	46,197.44
East Wastewater Maintenance	941	3540-3581	7,412.33

Water Capital Replacement	747	3535	7,131.17
East Wastewater Capital Improvement	952	3539	2,579.35
Wastewater Capital Improvement	846	3536-3538	14,399.73

Payroll Approved Payroll in the amount of \$129,629.58.

BUSINESS ITEMS

State Auditor's Office 2012-2013 Audit Finance Manager Parks gave a report on the item and distributed copies of the Financial Statements Audit and the Accountability Audit reports. No findings were made. She discussed the recommendations made regarding sole source purchase documentation.

General Manager Voetberg added the District followed appropriate procedures but did not document correctly that the local representative for a lift station pump replacement was the only supplier.

Agreement with Hellam, Varon & Co. Inc. P.S. for Annual Statements Finance Manager Parks gave a report on the item. She credited the clean 2012-2013 audit from the State Auditor's Office to Hellam Varon's review of the financial statements, and she recommended the District enter into an agreement with them to conduct review of the 2014 financial statements.

Accounting Services Motion by Commissioner Rainville, second by Commissioner McGrath, to authorize the General Manager to execute an agreement for consulting services between MWW and Hellam, Varon & Co. Inc. P.S. in an amount not to exceed \$19,885, excluding expenses not to exceed \$1,500, for a total of \$21,385. The motion passed unanimously.

Commissioner Electronic Device Policy General Manager Voetberg gave a report on the item. He directed the Commissioners' attention to the revised item with resolution that had been distributed. Also distributed were pages regarding electronic usage from the Employee Policy Handbook.

Resolution No. 339-15 District Legal Counsel Milne recommended the District have an electronic device/communications policy in place and spoke about Public Records Act violations made by the City of Bainbridge Island. He emphasized the importance of using District equipment for District business only.

Motion made by Commissioner McGrath, second by Commissioner Rainville, to adopt Resolution No. 339-15, adopting a policy for the issuance and use of electronic devices to Commissioners of the Mukilteo Water and Wastewater District. The motion passed unanimously.

Other Business None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg reported on the Summary of Draft Changes for Group A Public Water Supplier, Chapter 246-290 WAC; WASWD Water Quality Partnership Regulatory Update; and a recent sewer spill near the Holly Drive Lift Station.

Customer Notice Tracking Report

The Board received the Customer Notice Tracking Report, dated December 31, 2014.

Water and Sewer Service Connection Reports

The Board received the Water and Sewer Service Connection Reports for the 4th Quarter of 2014.

Vector Attraction Reduction (VAR) Test Results

The Board received the VAR Test Results for November 2014.

Verbal Reports

Finance Manager Parks spoke about the 18 accounts identified during staff's internal auditing that had not been billed for sewer service. She noted 83% of the total amounts owed have been paid in full or the customers have agreed to a payment plan. She reported one customer, a small business owing \$6,291, has requested a four-year payment plan and she reminded the Board that staff was previously authorized to issue payment plans up to two years for accounts owing more than \$3,000.

District Legal Counsel Milne commented government agencies are restricted from gifting of public funds and lending of credit. He expressed concern regarding the risk associated with lengthy payment plans.

There was consensus of the Board to not extend payment plans longer than two years for accounts owing more than \$3,000.

Finance Manager Parks also provided tentative dates for the upcoming employee appreciation dinner.


Wastewater Treatment Facility Manager Bridges reported the treatment plant is running well, and its newest Operator I employee started on Monday.

Legal District Legal Counsel Milne reported that representatives from cities, water-sewer districts, and public utility districts recently met to discuss possible legislation requiring voter approval before certain assumptions of districts by cities could occur, and clarification of the authority of cities to tax district water and sewer revenues. There was brief discussion regarding the franchise agreement between MWW and the City of Mukilteo. District Legal Counsel Milne will keep the Board and the General Manager further advised.

Engineering District Engineer Delfel reported that Gray & Osborne will present in the near future scopes of work for capital project construction management and design.

Commissioners In response to Commissioner Johnson's question regarding staff inspecting Big Gulch along the pipeline, General Manager Voetberg stated staff has recently inspected the area primarily for tree growing, and agreed it was a good idea to ensure the bank is not eroding and the pipe is not exposed.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 7:45 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath