

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

Minutes of January 21, 2015

The Regular Meeting of the Board of Commissioners of January 21, 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)

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 McGrath, second by Commissioner Rainville, to approve the agenda as presented. The motion passed unanimously.

**VISITORS AND
COMMENTS
FROM THE
AUDIENCE**

None.

MINUTES

Motion by Commissioner Rainville, second by Commissioner McGrath, to approve the minutes of the regular meeting of the Board of Commissioners of January 7, 2015. 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 \$219,600.37.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3584-3608	\$67,028.18
		EFT	5,339.22
Wastewater Maintenance	840	3584-3608	53,434.36
East Wastewater Maintenance	941	3584-3608	82,575.09
		EFT	5,937.00
Water Capital Improvement	745	3582	2,971.67
Wastewater Capital Improvement	846	3583	2,314.85

Investment Funds, Manual Checks, Depository Wire Transfer/ACH, Debt Payments, Online Bill Pay Summary Reports

The Board received the Investment Funds, Manual Checks, Depository Wire Transfer/ACH, Debt Payments, and Online Bill Pay Summary Reports for December 2014.

Developer Extension Agreement

The Board approved the Developer Extension Agreement and authorized plans to be signed for 777x Bomarc Campus Expansion (DE #508; 9801 27th Avenue W., Everett).

BUSINESS ITEMS

Department of Revenue Audit Results

Finance Manager Parks gave a report on the item. She spoke about how staff and the auditor worked on the allocation of revenues between wastewater collection and treatment. It was determined the Westside sewer is owed a credit of \$12,646 and the Eastside sewer is owed a credit of \$12,059. It was noted the audit period and resulting credit covered the last four years.

Finance Manager Parks and General Manager Voetberg spoke about how staff is preparing procedures, documenting actions taken, and adding information to the District's GIS map and database, for future audits.

The Board commended staff for their hard work and suggested their knowledge be shared with other members of the Washington Association of Sewer and Water Districts (WASWD).

Establishing Water and Sewer General Facility Charges (GFCs) for 2015

Finance Manager Parks gave a report on the item. She noted GFCs are to be adjusted to reflect the prior year's inflation as reflected by the Engineering News Record Construction Cost Index for Seattle. She noted the most current index is available through August 2014, and rather than wait for the annual index through December 2014, which no timeline has been set for release, to update the GFC costs based on the most current information. If significant index changes occur in the near future, a request to modify the GFCs can be re-addressed at that time.

Resolution No. 338-15

Motion by Commissioner McGrath, second by Commissioner Rainville, to adopt Resolution No. 338-15, establishing the water and sewer General Facility Charges, approving revised fees for installation of water service connections; amending Resolution No. 216-12, 219-12, and 221-12; and repealing Resolution No. 301-14 and 302-14. The motion passed unanimously.

- Design and Construction Management Scope of Work: Reservoir #5 Interior Recoating Project and Reservoir #1 Interior Piping and Roof Recoating Project** General Manager Voetberg introduced the item.
- District Engineer Delfel gave a report on the item. He reported both projects were identified in the 2015 Budget, and he spoke about the proposed preliminary timelines.
- Brief discussion ensued regarding the operational process of supplying water to the distribution system with Reservoir #5 out of service.
- Motion by Commissioner McGrath, second by Commissioner Rainville, to approve Gray & Osborne's design and construction management proposal dated January 13, 2015, for the Reservoir #5 interior recoating project (Project #66-15) and the Reservoir #1 interior piping and roof recoating project (Project #67-15) as presented, authorize Gray & Osborne to perform the work under the Agreement for Engineering Services dated December 3, 2014. The motion passed unanimously.
- Construction Management Scope of Work: Webster Street Water Main Project and 3rd Street Sewer and Water Main Projects** General Manager Voetberg introduced the item.
- District Engineer Delfel gave a report on the item, noting the advertisement for construction will soon be published.
- Motion by Commissioner Rainville, second by Commissioner McGrath, to approve Gray & Osborne's construction management services proposal, dated January 14, 2015, for the Webster Street Water Main Extension project (Project #77-15), the 3rd Street Sewer Main Replacement project (Project #58-14), and the 3rd Street Water Main Replacement project (Project #44-13); and authorize Gray & Osborne to perform the work under the Agreement for Engineering Services dated December 3, 2014. The motion passed unanimously.
- Water System Comprehensive Plan Update** General Manager Voetberg gave a report on the item.
- District Engineer Delfel reported the update will require less work effort than what was necessary to prepare the 2010 Comp Plan. A significant revision will identify Alderwood Water and Wastewater District as a primary source of water as this has an impact on pressure, fire flow, and chlorine residual sampling locations. The scope of work also includes an update of the water system Operations & Maintenance (O&M) manual.
- General Manager Voetberg added the comp plan will develop a 10 year planning period per the State's proposed new regulations.
- Motion by Commissioner Rainville, second by Commissioner McGrath, to approve Gray & Osborne's proposal dated January 15, 2015, to update the District's Water System Comprehensive Plan (Project #68-15); and authorize Gray & Osborne to perform the work under the Agreement for Engineering Services dated December 3, 2014. The motion passed unanimously.

Other Business None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg gave a report on recruitment for open Accounting Assistant position; employee appreciation dinner, AWC WellCity program; and water rule (fish consumption rule) proposed update.

Brief discussion ensued regarding scheduled updates to the District's wastewater facility plan.

Water Consumption Report

The Board received the Water Consumption Report for the 4th Quarter of 2014.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report for December 2014.

Verbal Reports

Finance Manager Parks reported staff has purchased and received tablets for the Board's use, and is currently preparing a training document.

Operations/Engineering Manager Matthews reported staff has realized significant cost savings in the replacement of fittings for the pumps at Lift Station #10, and he recognized Operations Field Supervisor Munson for this effort.

Wastewater Treatment Facility Manager Bridges reported the newly hired Operator I is doing well.

General Manager Voetberg reported a new solid waste hauler is scheduled to arrive tomorrow.

Legal None.

Engineering District Engineer Delfel reported he would not be in attendance at the next Board of Commissioners meeting, and that Gray & Osborne is currently preparing scopes of work for other projects.

Commissioners Commissioner Johnson announced he is not likely able to attend the WASWD Commissioners Workshop scheduled for January 31.

Commissioner Rainville reported on the recent Sno-King Water District Coalition meeting. He noted Senator Chase has introduced a bill regarding water-sewer district assumptions that in part provides for a referendum process by voters in the District being assumed.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 7:44 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath