

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

Minutes of March 4, 2015

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The Regular Meeting of the Board of Commissioners of March 4, 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; Rick Matthews, Operations/Engineering Manager; Sue Parks, Finance Manager; Jim Voetberg, General Manager; Lisa Wolfson, Management/Project Assistant

**APPROVAL OF  
AGENDA**

General Manager Voetberg announced a revised agenda including Customer Notice Tracking Report had been distributed.

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 Rainville, second by Commissioner McGrath, to approve the minutes of the regular meeting of the Board of Commissioners of February 18, 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 \$128,451.99.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3731-3771	\$21,966.90
Wastewater Maintenance	840	3731-3771	56,925.81
East Wastewater Maintenance	941	3731-3771	48,669.36
Water Capital Improvement	745	3727	418.27
Wastewater Capital Improvement	846	3728	320.38
East Wastewater Capital Improvement	952	3729	151.27

**Payroll** Approved Payroll in the amount of \$134,469.25.

### **BUSINESS ITEMS**

**Financial Management Policies** Finance Manager Parks gave a report on the item. A redlined version and clean version of the Financial Management Policies, with changes to Sections 2.4 Depository Account and Section 2.5 Petty Cash Funds as recommended by the Board at the special meeting of March 2, 2015, were distributed. Also revised was Section 8.4 that references other related policies instead of including them as appendices.

**Resolution No. 344-15**

Motion by Commissioner Rainville, second by Commissioner McGrath, to adopt Resolution No. 344-15, establishing Financial Management Policies. The motion passed unanimously.

**Transfer of Excess Funds from Maintenance Funds to Capital Funds**

General Manager Voetberg gave a report on that item. He noted that with the adoption of the Financial Management Policies and the establishment of an operating reserve level of four times the previous calendar year's average monthly operating expenses, there was a need to amend the resolution that authorized the General Manager to transfer excess funds from maintenance funds to capital funds. Resolution No. 345-15 has been prepared to reflect the increased higher operating reserve level.

**Resolution No. 345-15**

Motion by Commissioner McGrath, second by Commissioner Rainville, to adopt Resolution No. 345-15, authorizing the General Manager to direct the transfer of excess funds from the maintenance funds into the water capital replacement fund and wastewater capital improvement funds; and repealing Resolution No. A-1627. The motion passed unanimously.

**Other Business** None.

### **ADDITIONAL REPORTS**

**Management**

#### **General Manager's Report**

General Manager Voetberg gave a report on snowpack levels feeding Spada Lake; and he announced Utility Services Technician III/GIS Henson has become certified as a Geographic Information System Professional (GISP).

The Board directed the General Manager to prepare a letter for their signature congratulating Utility Services Technician III/GIS Henson.

#### **Vector Attraction Reduction (VAR) Test Results**

The Board received the VAR test results for January 2015.

**Customer Notice Tracking Report**

The Board received the Customer Notice Tracking Report dated March 4, 2015.

**Verbal Reports**

Finance Manager Parks reported staff continues to work on year-end budget activities. The CPA firm of Hellam, Varon & Co. is currently reviewing last year's financial statements and will make a presentation to the Board likely at the meeting of April 13, 2015. She also reported a representative from the Association of Washington Cities (AWC) will make a presentation at the next Board meeting regarding optional changes to the District's healthcare plan.

Wastewater Treatment Facility Manager Bridges announced the WWTF's newest employee, Operator I Crim, recently passed the Washington State Department of Ecology Operator I certification exam.

The Board directed the General Manager to prepare a letter for their signature congratulating Operator I Crim.

Operations/Engineering Manager Matthews reported a pre-construction meeting for the 2015 Water and Sewer System Improvements project is scheduled for the following day. He also reported on Developer Extension projects that will soon be presented to the Board for approval, including a new project with Boeing for their 767 tanker project, and Everett Community College for a building upgrade on Paine Field. Staff has planted trees as replacements for those removed adjacent to the treatment facility access road.

**Legal**

None.

**Engineering**

District Engineer Delfel reported on the next day's pre-con meeting, and commented the winning bidder, Shoreline Construction, has proposed an aggressive completion schedule.

**Commissioners**

None.

**CONCLUDE**

There being no further business, the President of the Board concluded the meeting at 7:22 p.m.

  
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President/Commissioner Johnson

  
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Secretary/Commissioner Rainville

  
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Vice President/Commissioner McGrath