

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

Minutes of March 18, 2015

The Regular Meeting of the Board of Commissioners of March 18, 2015, was called to order at the District office by President Johnson at 7:01 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** Beverly Lakey from AWC was in attendance.

MINUTES Motion by Commissioner Rainville, second by Commissioner McGrath, to approve the minutes of the special meeting of the Board of Commissioners of March 2, 2015 and the regular meeting of March 4, 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 \$305,728.73.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3775-3822	\$226,122.47
		EFT	5,837.28
Wastewater Maintenance	840	3775-3822	22,191.45
		EFT	69.26
East Wastewater Maintenance	941	3775-3822	8,408.09
		EFT	2,951.06
Water Capital Improvement	745	3774	16,909.96
Wastewater Capital Improvement	846	3772-3773	10,676.57
East Wastewater Capital Improvement	952	3823	12,562.59

Investment Funds Report Received the Investment Funds Reports dated February 28, 2015.

BUSINESS ITEMS

Healthcare Plan Presentation from AWC Finance Manager Parks introduced Beverly Lakey from the Association of Washington Cities (AWC).

Beverly Lakey, AWC Program Manager, gave a PowerPoint presentation. She spoke about the Affordable Care Act's Excise Cadillac Tax set to take effect January 2018, healthcare plan changes, tax favored accounts and Health Savings Accounts (HSAs), and benefit options for the District going forward. She answered questions posed by the Board regarding employer-sponsored coverage and contribution thresholds, including: confirming the District may establish a program that allows employees a choice between a high deductible health plan (HDHP) and a conventional plan; and how the District can continue to contribute to Commissioners' health accounts.

General Manager Voetberg reported the forthcoming changes have been discussed with employees at staff meetings, and Ms. Lakey will provide a presentation to employees and their spouses in the near future. Staff hopes to return to the Board by August with a formal recommendation to implement healthcare plan changes in 2016.

Ms. Lakey left the meeting at 8:08 p.m.

WWTF Access Road Stabilization Evaluation

General Manager Voetberg introduced the item.

District Engineer Delfel reported on the various improvements over the years to help stabilize the Wastewater Treatment Facility access road. Per staff's request, Gray & Osborne has prepared a scope of work to perform a more detailed evaluation of the road's stability as a proactive method to help determine if additional monitoring of environmental conditions and/or improvements is warranted before a problem with the road occurs.

Brief discussion ensued regarding the proposed evaluation, how it can provide confidence that the repairs and improvements made thus far are continuing to work, and provide a tool to help plan for future projects. The Board spoke about training staff on preventative maintenance and what to look for after heavy rains.

Motion by Commissioner McGrath, second by Commissioner Rainville, to authorize Gray & Osborne to perform engineering investigation on the Wastewater Treatment Facility access road, as detailed in their letter dated March 11; 2015; authorize the cost of this work to be capitalized; and further authorize G&O to perform this 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 reported on the recent Sno-King meeting he attended with Commissioner Rainville and the Section III meeting he attended with Commissioner McGrath and Commissioner Rainville where current legislative issues were discussed. He also reported he received an email from the Sno-King's lobbyist regarding Substitute Senate Bill 5628 that would divert all loan repayments from the Public Works Assistance Account to fund new grant projects in Chehalis and Yakima.

Commissioner Rainville also spoke about the Public Works Trust Fund and a suggestion made at the recent Sno-King meetings; that because fighting to preserve the PWTF is likely not going to succeed, a better approach may be to encourage legislation for a funding source for a separate capital improvement fund for water-sewer districts.

General Manager Voetberg reported staff has been working on combining the two administrative codes from Mukilteo Water District and Olympus Terrace Sewer District. They have requested guidance from Legal Counsel regarding a specific customer case and interpretation of the codes. An executive session has been proposed for the Board of Commissioners meeting of April 1, 2015.

He reminded the Board of the upcoming WASWD Conference in Yakima starting April 15. The 2015 Board of Commissioners meeting calendar was prepared with the conference in mind and the second April meeting of the Board was rescheduled to Monday, April 13. At the April 1 Board meeting, staff will request input from the Board regarding what time to hold the special meeting.

Capital Projects Status Report

The Board received the Capital Projects Status Report. Brief discussion ensued regarding the Lift Station #4 to Lift Station #12 Bore predesign project.

Water Consumption Report

The Board received the Water Consumption Report dated March 12, 2015.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report for February 2015.

Verbal Reports

Finance Manager Parks reported on the recent Department of Revenue audit. She also reported staff continues to work with the bond underwriter

and bond counsel. A special meeting of the Board of Commissioners may be scheduled in the near future so staff can present a bond resolution for adoption.

Operations/Engineering Manager Matthews reported on the 2015 Water and Sewer System Improvements project and how the contractor is well ahead of schedule. Staff has received complaints from customers regarding inadequate noticing and limited parking resulting from the construction. Staff has promptly responded to concerns by going door to door on 2nd Street and hanging door hangers on residences/businesses on 3rd Street.

The Board discussed uploading information regarding the project on the District's website.

Wastewater Treatment Facility Manager Bridges reported he and General Manager Voetberg recently viewed a webinar regarding fish consumption rules, and he reported on the recent heavy rains' impact.

Legal

None.

Engineering

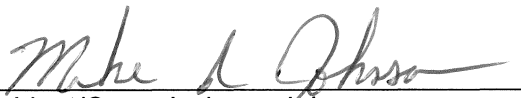
District Engineer Delfel reported G&O will soon advertise a call for bids on the Reservoir #1 and Reservoir #5 painting projects. Bid documents for those projects were reviewed today with staff.

Commissioners

Commissioner Johnson spoke about an article that appeared in the American Water Works Association journal regarding a delivery mishap where chemicals were misdelivered. The error was noticed upon reviewing the bills of lading, and fortunately before the chemicals were deposited into the drinking water or sewer treatment facilities.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 8:43 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath