

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

Minutes of April 1, 2015

The Regular Meeting of the Board of Commissioners of April 1, 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** A revised agenda, with Establishing Time for Special Meeting of April 13, 2015 moved from the Consent Agenda and placed under Business Items, was 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 McGrath, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners of March 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 \$463,706.06.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3829-3863	\$22,125.24
Wastewater Maintenance	840	3829-3863	54,221.19
East Wastewater Maintenance	941	3829-3863	74,212.43

Water Capital Improvement	745	3827-3828	167,907.33
Wastewater Capital Improvement	846	3825-3826	145,087.69
East Wastewater Capital Improvement	952	3824	152.18

Payroll Approved Payroll in the amount of \$134,236.66.

BUSINESS ITEMS

Establish Time for Special Meeting of April 13, 2015 After brief discussion, there was consensus of the Board to conduct the special meeting of April 13, 2015 at 3:30 p.m. Staff will move forward in noticing the special meeting per Open Public Meetings Act requirements.

Professional Services General Manager Voetberg gave a report on the item.

Agreement with S&B for SCADA and Logic Control Services Staff discussed the need for an on-call service provider of the water distribution and wastewater collection supervisory control and data acquisition (SCADA) system and why S&B Inc. was uniquely qualified to provide this service. The Board asked if the on-call SCADA service provider at the WWTF could provide this service, and staff explained the uniqueness of each system, such as SCADA coding, makes it very difficult for one SCADA service provider to maintain both systems.

Resolution No. 346-15 SCADA service provider to maintain both systems.

Motion by Commissioner Rainville, second by Commissioner McGrath, to adopt Resolution No. 346-15, authorizing the General Manager to enter into an agreement with S&B Inc. for ongoing SCADA and logic control maintenance, modification, and enhancement services for the water distribution and wastewater collection system. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported on the 2015-2016 wholesale water cost from Alderwood Water and Wastewater District; meeting with Paine Field Airport staff regarding the Reservoir #4 painting project; and the WASWD legislative update for March 23, 2015.

Discussion ensued regarding legislation to increase bid limits for water/sewer districts from \$20,000 to \$50,000 (HB 1410).

Customer Notice Tracking Report

The Board received the Customer Notice Tracking Report dated April 1, 2015.

Water and Sewer Service Connection Reports

The Board received the Water and Sewer Service Connection Reports for the 2015 1st Quarter.

Past Due Aging Report

The Board received the Past Due Aging Report dated March 31, 2015.

VAR Test Results

The Board received the Vector Attraction Reduction (VAR) test results dated March 16, 2015.

Verbal Reports

Finance Manager Parks reported a new accounting assistant has joined the staff. Also, tomorrow she and General Manager Voetberg will present to staff a presentation regarding healthcare changes prompted by the Affordable Care Act.

Operations/Engineering Manager Matthews reported contractors are nearly done with work in the 2015 Water and Sewer System Improvements project. He also reported the District will soon advertise for six temporary helper positions to work in Operations and at the Wastewater Treatment Facility.

Wastewater Treatment Facility Manager Bridges reported staff is addressing a large amount of foam at the WWTF.

Legal

None.

Engineering

District Engineer Delfel reported a pre-bid walkthrough for the Reservoir #5 painting project was conducted earlier in the week. The bid opening for the project will be conducted April 7, and staff will recommend awarding of the contract at the Board meeting of April 13.

Commissioners

Commissioner McGrath reported he received notification that the District received a clean audit from the Department of Retirement Systems.

**EXECUTIVE
SESSION**

**Sewer Availability
Charges**

At 7:20 p.m., President Johnson called an executive session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation with District Legal Counsel relative to the District's policy on sewer availability charges until

7:50 p.m. The Commissioners, General Manager Voetberg, Operations/Engineering Manager Matthews, Finance Manager Parks, District Legal Counsel Milne, and District Engineer Delfel then attended the executive session. At 7:50 p.m. the executive session was extended to 7:55 p.m., which was publicly announced. The executive session concluded at 7:55 p.m. and the open public meeting was reconvened.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 7:55 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath