

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

Minutes of May 6, 2015

The Regular Meeting of the Board of Commissioners of May 6, 2015, was called to order at the District office by the President of the Board at 7:02 p.m.

**ROLL CALL/
IN ATTENDANCE** Commissioners:
Mike Johnson, Thomas McGrath

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

Motion by Commissioner McGrath, second by Commissioner Johnson, to excuse Commissioner Rainville's absence from this meeting. The motion passed unanimously.

**APPROVAL OF
AGENDA** Motion by Commissioner McGrath, second by Commissioner Johnson, to approve the agenda as presented. The motion passed unanimously.

**VISITORS AND
COMMENTS
FROM THE
AUDIENCE** None.

MINUTES Motion by Commissioner McGrath, second by Commissioner Johnson, to approve the minutes of the special meeting of the Board of Commissioners of April 13, 2015. The motion passed unanimously.

**CONSENT
AGENDA** With regard to Item No. 2.3, General Manager Voetberg announced a note would be added to the financial statements to indicate MWWD's inclusion in the Association of Washington Cities (AWC) pool.

Motion by Commissioner McGrath, second by Commissioner Johnson, to approve the Consent Agenda as presented. The motion passed unanimously.

Vouchers Approved Vouchers in the amount of \$853,506.26.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3916-3981	\$216,236.97
Wastewater Maintenance	840	3916-3981	165,886.80
East Wastewater Maintenance	941	3916-3981	80,882.93
Water Capital Improvement	745	3906-3907	202,541.36

Wastewater Capital Improvement	846	3911-3913	82,808.88
Water Capital Replacement	747	3914-3915	28,484.03
East Wastewater Capital Improvement	952	3908-3910	76,665.29

Payroll Approved Payroll in the amount of \$139,154.41.

2014 Financial Statements Approved the Final 2014 Financial Statements prepared by Hellam, Varon & Co., with the added note that MWWD is part of the AWC pool.

Meters and Vehicles as Surplus
Resolution No. 354-15 Adopted Resolution No. 354-15, declaring a 20015 Chevy Silverado pickup and a 2004 Ford Taurus station wagon as surplus and authorizing the General Manager to offer the vehicles for sale at an upcoming auction held by James G. Murphy Inc.; and declaring used water meters as surplus and authorizing the General Manager to dispose as scrap metal.

BUSINESS ITEMS

1st Quarter 2015 Financial Reports Finance Manager Parks gave an overview of the financial reports for the first quarter of 2015 and the variances mostly due to timing issues.

Commissioner McGrath observed there were some zeros in the Current Actual columns on the Operations Department's detail sheet, where cumulative totals should have appeared.

Finance Manager Parks acknowledged the typo, but noted the overall District summary statement spreadsheet was correct and future reports would be corrected.

General Manager Voetberg commented that revenue and expenditures for first quarter of 2015 are similar to the first quarter of 2014.

Commissioner Johnson asked if preparing a two-year budget, instead of a one-year budget, would save staff time. Brief discussion ensued regarding the pros and cons of preparing and utilizing two-year budgets.

2015 Water and Sewer System Improvements Final Project and Contract Acceptance
Resolution No. 355-15 Operations/Engineering Manager Matthews gave a report on the item. He reported the work by Shoreline Construction was completed ahead of schedule and below budget. Staff has obtained signed property releases from the affected property owners. He added he has heard positive comments from ratepayers and City of Mukilteo staff regarding the contractor's work. He spoke to the positives associated with planning projects one year and constructing the next. Schedule D (raising an existing manhole cover to grade) was deleted from the scope of work due to WSDOT's requirement of overlaying a larger than necessary patch on SR 525. He said staff would address this work in the future.

Commissioner Johnson thanked staff and G&O, and he suggested a letter be sent to the contractor for their exemplary work.

Motion by Commissioner McGrath, second by Commissioner Johnson, to adopt Resolution No. 355-15, granting final acceptance of the 2015 Water and Sewer System Improvements project contract and contract work for Shoreline Construction Co. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported on operational improvements at the Wastewater Treatment Facility, stating a spray bar system designed, constructed, and installed by Operator I Buntich has eliminated a foaming issue in the ditches.

The Board suggested a letter be written to Operator I Buntich commending him for his contribution to the District.

General Manager Voetberg reported higher than anticipated construction activity will result in higher than budgeted GFC revenue.

General Manager Voetberg also reported on the Reservoir #4 recoating project. He stated an executive session to be attended by District Legal Counsel Milne will be scheduled for the next Board meeting.

Brief discussion ensued regarding initial discussions with Boeing and the Paine Field fire marshal.

Customer Notice Tracking Report

The Board received the Customer Notice Tracking Report dated April 30, 2015.

Vector Attraction Reduction (VAR) Test Results

The Board received the VAR test results for March 2015.

Past Due Aging Report

The Board received the Past Due Aging Report dated April 30, 2015.

Verbal Reports

Finance Manager Parks announced employees would receive another presentation regarding future healthcare plan changes at the next staff meeting. She also reported on the bonds sold by the District that realized an overall savings of \$311,000.

Operations/Engineering Manager Matthews reported on developer extension projects. He commented both Boeing projects are moving along quickly, and he has been in discussions with Pacific Seafood who would like to enter into a Developer Extension Agreement. He reported that Operations and WWTF staffs have started to work together to perform TV sewer inspection.

Wastewater Treatment Facility Manager Bridges reported staff will start interviewing candidates for the Temporary Helper positions starting May 18. He spoke highly of the spray bar system installed by Operator I Buntich.

Legal None.

Engineering District Engineer Delfel reported he recently sent the Eastside sewer study to staff for their review and comment.

Commissioners None.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 7:29 p.m.



President/Commissioner Johnson

Excused

Secretary/Commissioner Rainville



Vice President/Commissioner McGrath