

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

Minutes of May 20, 2015

The Regular Meeting of the Board of Commissioners of May 20, 2015, was called to order at the District office by the President of the Board at 7:01 p.m.

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

Engineering:
Eric Delfel (Gray & Osborne)

Legal:
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** Motion by Commissioner Rainville, second by Commissioner McGrath, 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 May 6, 2015. The motion passed by a vote of 2-0, with Commissioner Rainville abstaining due to his absence from that meeting.

**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 \$191,258.38.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	3985-4030	\$74,176.13
		EFT	5,556.44
Wastewater Maintenance	840	3985-4030	46,071.90
		EFT	82.80
East Wastewater Maintenance	941	3985-4030	15,500.31
		EFT	4,824.77
Water Capital Improvement	745	3982	5,679.50
Wastewater Capital Improvement	846	3984	7,437.69
Water Capital Replacement	747	3983	31,928.84

Investment Funds Report Received the Investment Funds Report, dated April 30, 2015.

BUSINESS ITEMS

Intergovernmental Purchasing Agreement and Purchase of a Security Camera System Operations/Engineering Manager Matthews gave a report on the item, and he answered questions of the Board regarding technology currently in place and capabilities of the newer proposed security camera system.

Resolution No. 356-15 Motion by Commissioner Rainville, second by Commissioner McGrath, to adopt Resolution No. 356-15, authorizing the district to enter into an intergovernmental cooperative purchasing agreement with Puget Sound Educational Service District and authorizing the purchase of security cameras and equipment from Absco Solutions. The motion passed unanimously.

Commissioner Compensation and Reimbursement Resolution No. 357-15 General Manager Voetberg gave a report on the item. He noted Section 6 of the resolution regarding additional compensation for clerical services performed by the board secretary. This compensation is allowable per state rules; however, since this District has historically not paid the secretary, the Board may wish to delete this section.

District Attorney Milne spoke about RCW 57 providing a district's ability to adopt rules to transact its business. He spoke about the challenges in preparing budgets when staff does not know which meetings will be attended by Commissioners, and Commissioners as individuals should not decide which meetings for which to receive compensation. The proposed resolution addresses pre-assigned or pre-authorized meetings the Commissioners are authorized to attend and receive compensation. Meetings that have not been previously authorized would require approval by the Board.

Discussion ensued regarding Section 4B Pre-assigned or Pre-authorized District Business. There was discussion regarding the section restricting pre-authorization to monthly meetings of WASWD. It was noted WASWD has requested Commissioners to participate on committees. There was consensus of the Board to amend this section to allow Commissioners' participation on WASWD committee meetings without needing to first get approval at a Board meeting. They requested "monthly" be omitted from the pre-authorized WASWD meetings and "and related meetings" be added to the section.

Discussion ensued regarding Board Secretary duties and activities. The Board commented the Board Secretary currently does not perform additional clerical activities; and should the secretary request compensation for additional activities, those activities could be approved by the Board pursuant to Section 4C Non-Assigned District Business. There was

consensus of the Board to remove Section 6 Board Secretary Compensation from the resolution.

Motion by Commissioner McGrath, second by Commissioner Rainville, to adopt Resolution No. 357-15, modifying Section 4B by omitting "monthly" from the pre-authorized WASWD meetings and adding "and related meetings," and deleting Section 6. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg spoke about the recently installed spray bar system at the Wastewater Treatment Facility, and because the cost of materials and District labor exceeds \$5,000, the work will be classified as a Capital Improvement expenditure.

Capital Projects Status Report

The Board received the Capital Projects Status Report dated May 20, 2015.

Water Consumption Report

The Board received the Water Consumption Report for the first quarter of 2015.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report dated April 24, 2015.

Vector Attraction Reduction (VAR) Test Results

The Board received the VAR Test Results dated May 14, 2015.

Verbal Reports

Operations/Engineering Manager reported on the recent discovery of a sanitary sewer system that was plumbed into the storm system. Staff has started working with the City of Mukilteo to resolve the cross connection. He also reported that staff has been quoted more than \$70,000 for a lateral launcher for the sewer camera; and due to its high cost will investigate alternatives. Operations/Engineering Manager also reported he and Wastewater Treatment Facility Manager Bridges have started interviewing candidates for the temporary helper positions.

Wastewater Treatment Facility Manager Bridges reported A Ditch was taken offline for cleaning and will see if the ditch can be kept offline during the summer low flow months without impacting effluent quality. He also noted he will be installing a nitrate ammonia probe on a no cost trial basis to see if this technology will enhance the operations of the treatment facility. He commended WWTF Lead Janda for obtaining his EPA certification for refrigerants, which will allow the District to purchase and install an HVAC system in the MCC room.

Legal None.

Engineering District Engineer Delfel reported the pre-con for the Reservoir #5 painting project is scheduled for May 28, and the contractor hopes to start the first week of June.

Commissioners Commissioner Johnson announced he had a conflict for the evening of the June 17 Board meeting. There was consensus of the Board to conduct and notice the meeting for 2:00 p.m.

Executive Session Commissioner Johnson made a motion to convene an executive session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation relative to the District's policy on sewer availability charges, and the draining and recoating of Reservoir #4 for maintenance purposes. Commissioner Rainville seconded the motion, which carried unanimously. Before convening the executive session at 7:40 p.m., Commissioner Johnson advised the executive session would conclude at 8:15 p.m. The Commissioners, General Manager Voetberg, Finance Manager Parks, Operations/ Engineering Manager Matthews, District Engineer Delfel, and District Legal Counsel Milne then attended the executive session. At 8:15 p.m., the executive session was extended to 8:30 p.m., which was publicly announced. At 8:30 p.m. the executive session was extended to 8:40 p.m., which was publicly announced. The executive session concluded at 8:40 p.m. and the open public meeting was reconvened.

Following discussion, Commissioner McGrath made a motion to authorize and direct District staff and the consulting engineer to pursue an agreement with Boeing and ATS for those parties to pay a substantial portion of a second Paine Field reservoir, and to report back to the Board. Commissioner Rainville seconded the motion, which carried unanimously.

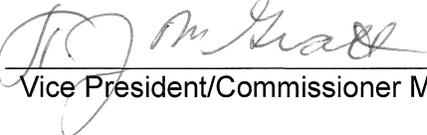
CONCLUDE There being no further business, the President of the Board concluded the meeting at 8:41 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath