

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

Minutes of June 3, 2015

The Regular Meeting of the Board of Commissioners of June 3, 2015, was called to order at the District office by the President of the Board at 7:00 p.m.

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

Engineering:
Lance Stevens (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** Commissioner Johnson announced discussion regarding a recent force main break would be taken under Other Business, and review of performance of an employee would be added to Executive Session.

Motion by Commissioner Rainville, second by Commissioner McGrath, to approve the agenda as corrected. 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 special meeting of the Board of Commissioners of May 20, 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 \$253,017.81.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	4034-4072	\$214,841.26
Wastewater Maintenance	840	4034-4072	31,315.80
East Wastewater Maintenance	941	4034-4072	6,670.28
Water Capital Improvement	745	4033	190.47

Payroll Accepted Payroll in the amount of \$139,216.17.

Developer Extension Agreement #504 Resolution No. 359-15 Adopted Resolution No. 359-15, accepting the Developer Extension Agreement for water and sewer systems for Mount Baker Terminal Access (DE #504) as complete.

Developer Extension Agreement #511 Authorized the President of the Board to sign the Everett Community College at Paine Field Building C-80 (DE #511) Developer Extension Agreement with Everett Community College for water systems, and authorized the Engineer or General Manager to sign the plans when District requirements are met.

BUSINESS ITEMS

Credit Card Policy Resolution No. 358-15 Finance Manager Parks gave a report on the item. She commented Costco initially accepted only American Express cards for credit card payments. Most purchases made online via the Costco website (which does not require a particular vendor's credit card), and Costco has announced it will most likely discontinue accepting American Express cards for in-store purchases.

Motion by Commissioner Rainville, second by Commissioner McGrath, to adopt Resolution No. 358-15, authorizing a credit card limit of \$10,000; and repealing Resolution No. 017-08. The motion passed unanimously.

Healthcare Plan Changes Finance Manager Parks gave a report on the item. She reported discussions have taken place with employees and the spreadsheet included in the agenda packet highlights plan choices that meet as many needs of employees as possible, while still reducing healthcare costs and complying with required Affordable Care Act changes that take effect in 2018.

General Manager Voetberg stated staff would return to the Board with a formal request to approve the healthcare plan changes.

Other Business: Force Main Break General Manager Voetberg gave a brief overview of a force main break that occurred Sunday evening/Monday morning on Mukilteo Speedway. Most of the Operations crew, Operations/Engineering Manager Matthews, and he responded to the incident to get the main back in operation.

Operations/Engineering Manager Matthews gave a report on the item. He distributed photos of the break and gave a Google Maps presentation. He recounted the history of the main that was originally installed by the City of Mukilteo in 1981, and has broken almost 10 times since ownership changed to Olympus Terrace Sewer District in 1993. Operations/Engineering Manager Matthews expressed concern there will be additional breaks in the future, and spoke of the need to replace sections of pipe.

General Manager Voetberg reported staff had initially scheduled to replace the pipe in 2018, but will now request to move forward with the project no later than next year. He also reported the work would include a survey by Gray & Osborne who has provided a quote of \$8,800, and he requested the Board entertain a motion to proceed with the survey work.

Motion by Commissioner McGrath, second by Commissioner Rainville, to authorize the General Manager to sign an agreement with Gray & Osborne to perform the survey necessary to locate and design the replacement project. The motion passed unanimously.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported he and Commissioner McGrath would attend the AWWA conference June 7-10, and added he would be out of the office June 11-12. Operations/Engineering Manager Matthews would attend in General Manager Voetberg's place the next Sno-King meeting on June 8, to be hosted by MWWWD. He reported Reservoir #1 would be painted in spring and Reservoir #5 would be painted in the fall. As only four of the six desired Temporary Helper candidates were hired, staff will keep the recruitment open and available to fill. General Manager Voetberg directed the Board's attention to an article from WASWD regarding the Public Works Assistance Account, which he forwarded to the Beacon newspaper.

Customer Notice Tracking

The Board received the Customer Notice Tracking Report, dated June 2, 2015.

Past Due Aging Report

The Board received the Past Due Aging Report, dated May 28, 2015.

Verbal Reports

Finance Manager Parks announced Enduris would increase the District's liability coverage from \$10 million to \$20 million with no cost to the District.

Operations/Engineering Manager Matthews spoke highly of staff for their work to repair the recent force main break and commented MWWWD was able to repair the pipe with in-house resources.

Wastewater Treatment Facility Manager Bridges reported A Ditch is ready to go back online. Staff is currently trialing a nitrate ammonia probe. Staff is in the process of prep work for the structural painting that will commence soon. WWTF Lead Janda recently installed the HVAC system.

General Manager Voetberg commended Wastewater Treatment Facility Manager Bridges and WWTF Lead Janda for their work on the HVAC replacement, stating they were able to complete the work for less than \$8,000, a significant savings over the initial \$25,000 capital project estimate.


Legal District Legal Counsel Milne spoke about the recent passage of the Assumption bill that will now be subject to referendum if voters in the area to be assumed file a qualifying petition after a city starts the assumption process, and WASWD has requested he make a presentation regarding the topic.

Engineering None.

Commissioners Commissioner Rainville spoke about the Past Due Aging Report and noted how few accounts were delinquent past 90 days. He commended staff for successfully collecting on delinquent accounts.

Executive Session Commissioner Johnson made a motion to convene an executive session to discuss potential litigation relative to the District's policy on sewer availability charges pursuant to RCW 42.30.110(1)(i); and to review the performance of an employee pursuant to RCW 42.30.110(1)(g), and potential litigation pursuant to RCW 42.30.110(1)(i) relating to that matter. Commissioner Rainville seconded the motion which carried unanimously. Before convening the executive session at 7:50 p.m., Commissioner Johnson advised the executive session would conclude at approximately 8:20 p.m. The Commissioners, General Manager Voetberg, Finance Manager Parks, Operations/Engineering Manager Matthews, District Engineer Lance Stevens and District Legal Counsel Milne then attended the executive session. At 8:20 p.m., the executive session was extended to 8:35 p.m., which was publicly announced. At 8:35 p.m., the executive session was extended to 8:45 p.m., which was publicly announced. District Engineer Stevens was excused from the executive session at 8:35 p.m. At 8:45 p.m., the executive session concluded and open public meeting reconvened with no action taken in open session regarding the matters discussed in executive session.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 8:45 p.m.



President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath