

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

Minutes of June 17, 2015

The Special Meeting of the Board of Commissioners of June 17, 2015, was called to order at the District office by the President of the Board at 2:00 p.m.

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

Engineering:
Eric Delfel (Gray & Osborne)

Staff:
Rick Matthews, Operations/Engineering Manager; Sue Parks, Finance Manager; Jim Voetberg, General Manager

**APPROVAL OF
AGENDA** Commissioner Johnson announced the addition of Item 5, Job Reclassifications, and that Item 2.3 regarding approval of Rudd Private Road Developer Extension would be moved to Business Items 5a for discussion.

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 Rainville, second by Commissioner McGrath, to approve the minutes of the special meeting of the Board of Commissioners of June 3, 2015. The motion passed unanimously.

**CONSENT
AGENDA** Motion by Commissioner McGrath, second by Commissioner Rainville, to approve the Consent Agenda as presented. The motion passed unanimously.

Vouchers Approved Vouchers in the amount of \$1,191,294.32.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	4081-4122	\$201,076.98
		EFT	24,964.44
Wastewater Maintenance	840	4081-4122	921,659.55
		EFT	16,881.51
East Wastewater Maintenance	941	4081-4123	10,467.51
		EFT	1,593.57
Water Capital Improvement	745	4080	371.03
Water Capital Replacement	747	4073-4074	11,211.27

Wastewater Capital 846 4075-4079 3,068.46

Investment Funds Report Received the Investment Funds Report, dated May 31, 2015.

BUSINESS ITEMS

RAS Pump #1 Replacement General Manager Voetberg gave a report on the item. Discussion followed. Commissioner Rainville asked if it would be advantageous to replace RAS Pump #3 at the same time, rather than wait and possibly pay more. Discussion followed with general consent to purchase two RAS pumps.

Motion by Commissioner Rainville, second by Commissioner McGrath, to authorize the purchase of a non-budgeted capital improvement consisting of two WEMCO Model E5K-LM-E2W RAS Pumps, replacing RAS Pump #1 and RAS Pump #3, from APSCO for the dollar amount not to exceed \$27,300, including Washington state sales tax. The motion passed unanimously.

Springbrook Web Payments Finance Manager Parks gave a report on the item. She reported the benefits of Web Payments, and the estimated annual cost. Discussion followed regarding the benefits and cost of the Springbrook web payments.

Motion by Commissioner Rainville, second by Commissioner McGrath, to authorize the General Manager to sign the Web Payments Agreement with Springbrook, pending attorney approval. The motion passed unanimously.

Job Reclassifications Resolution No. 360-15 General Manager Voetberg gave a report on the item. He reported that staff is recommending two job reclassifications. The Management/Project Assistant job title would change to Administrative Assistant, with minor duty modifications, and a change in pay grade from Grade 13 to Grade 12. The Water Quality Technician job title would change to Water Quality/Engineering Technician, with additional technical engineering duties added to the job description, and a change in pay grade from Grade 14 to Grade 15. This change in grade would result in moving the current Water Quality Technician from Grade 14 Step 6 to Grade 15 Step 5, with eligibility to move to Step 6 at the end of the year. This change in grade and step would be effective June 24, 2015.

Motion by Commissioner McGrath, second by Commissioner Rainville, to approve the job descriptions of the Administrative Assistant and Water Quality/Engineering Technician, and approve Resolution No. 360-15, modifying the pay grade and step for Jared Alexander, who is assigned the Water Quality/Engineering Technician position. The motion passed unanimously.

***Developer
Extension
Agreement
#516***

Operations/Engineering Manager Matthews gave a report on this item. He reported that Ulla Rudd has submitted a Developer Extension Agreement for Board approval, which includes a proposed extension of water and sewer improvements and the relocation of two existing services. Discussion followed. Commissioner Rainville expressed concern that this may adversely affect District property. Operations/Engineering Manager Matthews noted any improvements ultimately owned by the District would be installed within an existing easement granted to Ms. Rudd, but that he and General Manager Voetberg would consult with legal counsel to insure any proposed improvements were allowed before the DE was approved by the District.

Motion by Commissioner Rainville, second by Commissioner McGrath, to authorize the President of the Board to sign the Rudd Private Road (DE #516) Developer Extension Agreement with The Living Trust of Ulla C. Rudd, dated September 15, 2006, for water and systems; and authorize the Engineer or General Manager to sign the plans when District requirements are met, subject to attorney approval. The motion passed unanimously.

Other Business: None.

***ADDITIONAL
REPORTS***

Management

General Manager's Report

General Manager Voetberg reported on the force main repair on Mukilteo Speedway.

Capital Projects Status Report

The Board received the Capital Projects Status Report dated June 17, 2015.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report for May, 2015.

Verbal Reports

Operations/Engineering Manager Matthews

Legal

None.

Engineering

District Engineer Delfel reported that the Eastside Sewer Analysis will be presented at the next meeting.

Commissioners Commissioner Rainville gave a report on the Sno-King meeting. He stated the governor has declared a statewide drought. The Public Works Assistance Account has \$100 million in the current proposed budget, but that language in the budget may allow it to be swept for other State needs. Sno-King and the PDC (Public Disclosure Commission) is discussing whether or not Sno-King members need to file a report with the PDC. Sno-King members need to start thinking about the legislative agenda for next year.


Commissioner McGrath gave a report on the sessions he attended at the recent AWWA Conference. He reported a session discussion on water conservation best practices and noted there is a conference in Atlanta August 8-9, to educate staff on water loss calculations. He also reported on a session that discussed educating the public about water services and the benefits of advertising to inform customers of the value of the District's water.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 3:13 p.m.

President/Commissioner Johnson



Secretary/Commissioner Rainville



Vice President/Commissioner McGrath