

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

Minutes of April 19, 2017

The Regular Meeting of the Board of Commissioners of April 19, 2017, was called to order at the District office by Commissioner McGrath at 7:01 p.m.

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

Engineering:
Eric Delfel (Gray & Osborne)

Staff:
Jim Voetberg, General Manager; Rick Matthews, Sue Parks, Finance Manager; Gil Bridges, Wastewater Treatment Plan Manager; Kendra Chapman, Administrative Assistant

**APPROVAL OF
AGENDA** Motion by Commissioner Rainville, second by Commissioner Johnson, to approve the revised agenda by removing the Water Comparison Report per Staff. The motion passed unanimously.

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

MINUTES Motion by Commissioner Johnson, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners of April 5, 2017 with the correction of the Polymer Contract amount to include correct sales tax amount from \$17,370.36 to \$17,449.46. The motion passed unanimously.

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

Vouchers Approved Vouchers in the amount \$385,824.68.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6052-6108	\$526,677.34
Water Maintenance	740	EFT	7,381.32
Water Capital	746	6048-6049	51,713.58
Wastewater Maintenance	840	6052-6108	58,607.45
Wastewater Maintenance	840	EFT	157,120.13
Wastewater Capital Improvement	846	6050-6051	28,635.92

BUSINESS ITEMS

**Asset
Management/
Work Order
System**

Finance Manager Parks presented the item noting this item was included in the 2017 Capital budget. Parks also noted the final proposal was higher than budgeted due to the recommended addition of an inventory module, which was not in the original project scope. Parks mentioned inventory is currently handled through Springbrook, however due to issues and problems that Springbrook won't address, the ability to include inventory with asset management makes sense. Parks added that if the Board approves the addition of an inventory module, the District would no longer use the inventory portion of Springbrook. Parks also noted the District's Attorney completed a review of the documents and the final draft is complete.

**Resolution
No. 420-17**

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Rainville, to adopt Resolution No. 420-17, entering into a Professional Services Agreement with Aakavs and awarding the purchase of an asset management, purchase order, work order and inventory system to Aktivov in the amount of \$62,000 plus sales tax. The motion passed unanimously.

Other Business

None.

**ADDITIONAL
REPORTS
Management**

General Manager's Report

General Manager Voetberg reported Staff has obtained easements from property owners above Reservoir #1 for existing sewer lines running across their property.

Mr. Voetberg reported the 2016 Consumer Confidence Report is finished and is now available in electronic form on the District website; hard copies will be available by request for customers that would like one.

Mr. Voetberg also reported Schedule C of the 2017 Water and Sewer Project has been stopped due to contaminated soil and water at the site. Staff is working with WA State Ferries to come up with a different plan to connect to the sewer system. Voetberg noted costs incurred for Schedule C will be included in the Ferry System's Developer Extension Agreement.

General discussion occurred.

Capital Project Status Report

The Board received the Capital Project Status Report.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report.

Verbal Reports

Finance Manager Parks had no report.

Operations/Engineering Manager Matthews had no report.

Wastewater Treatment Plant Manager Bridges reported McClure and Sons, Inc. would be onsite at the treatment plant soon to start the Clarifier project.

Legal

None.

Engineering

Engineer Eric Delfel reported the 2017 WSI Project Schedule A on Lamar and Debrelon is moving along. Mr. Delfel reported the District took purity samples this afternoon and the contractor plans to tie in the new system early next week.

Commissioners

Commissioner Rainville reported the 2017 WASWD Spring Conference was very informative, with good speakers.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:31pm.



President/Commissioner McGrath



Secretary/Commissioner Rainville



Vice President/Commissioner Johnson