

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

Minutes of August 2, 2017

The Regular Meeting of the Board of Commissioners of August 2, 2017 was called to order at the District office by Commissioner McGrath at 7:00 p.m.

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

Engineering:
Eric Delfel (Gray & Osborne)

Staff:
Rick Matthews, Operations/Engineering Manager; Sue Parks, Finance Manager; Gil Bridges, Wastewater Treatment Plant Manager, Kendra Chapman, Administrative Assistant

**APPROVAL OF
AGENDA** Motion by Commissioner Rainville, 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 Johnson, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners on July 19, 2017. 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 of \$222,106.49.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6477-6514	55,790.39
Wastewater Maintenance	840	6477-6514	166,316.10

Payroll Approved Payroll in the amount of \$165,046.34.

BUSINESS ITEMS

2nd Quarter Financials Finance Manager Parks presented the item. Parks reviewed the highlights for 2nd Quarter.

General discussion occurred.

Declare Meters and Scrap Iron as Surplus Operations/Engineering Manager Matthews presented the item noting the District has replaced several meters since the last meter surplus in June of 2016 and is again ready to formally surplus these replaced meters. Matthews also noted that since the AMR program is close to completion the District should only need to surplus every 5 years.

Resolution No. 425-17

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner Johnson to adopt Resolution No. 425-17, declaring used water meters and scrap iron as surplus and authorizing the General Manager to dispose as scrap metal. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

In General Manager Voetberg's absence he prepared a memo including the Everett Public Works 2016 Annual Financial Report for Board review as well as a tentative 2018 Annual Budget Schedule.

Capital Project Status Report

The Board received the Capital Project Status Report.

Verbal Reports

Operations/Engineering Manager Matthews reported the District is working with the City of Mukilteo to raise manholes and valves as a part of their current paving project. The cost of raising manholes and valves is a bid item in the City's contract and the District will reimburse the City for these costs, similar to the arrangement between the District and City last year. Matthews also reported the Lift Station 10 Relocation Condition Use Permit Application was heard by the Snohomish County Hearing Examiner earlier in the day and a decision should be made within 10 working days. Mr. Matthews

reported that on August 7th the Vacation of the 11th Street Right of Way will go in front of the City of Mukilteo Council Members. Matthews also reported the Reservoir 2 site wetlands report showed no wetlands. The District will move forward with the Conditional Use Permit process with the City of Mukilteo for the installation of a pole barn at this site.

WWTF Manager Bridges reported the treatment plant is running good. Bridges reported that staff is currently working to raise the conveyor system to increase efficiency for hauling Biosolids. Bridges also reported there is a potential increase for Biosolids hauling costs.

Legal No Report.

Engineering Engineer Eric Delfel reported he is working on Change Order #2 for the 2017 Water & Sewer Improvements Project.

Commissioners None.

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



President/Commissioner McGrath



Vice President/Commissioner Johnson



Secretary/Commissioner Rainville