

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

Minutes of December 20, 2017

The Regular Meeting of the Board of Commissioners of December 20, 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:
Jim Voetberg, General Manager; Rick Matthews, Operations/Engineering 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 December 6, 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 \$222,521.13.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6879-6915	\$86,161.95
Water Maintenance	740	ACH	29,951.41
Water Capital	746	6874	582.65
Wastewater Maintenance	840	6879-6915	51,471.54
Wastewater Maintenance	840	ACH	25,666.36
Wastewater Capital	846	6875-6878	28,687.22

**Investment Fund
Report** The Board received the November Investments Report.

2008 Ford F-250 Vehicle Replacement (23-18) Board consent to authorize staff to purchase a 2018 Chevrolet 1500 4x4 Extended Cab off of the Washington State Department of Enterprise Services Procurement Contract for the not to exceed dollar amount of \$36,100.00

BUSINESS ITEMS None.

Revising Miscellaneous Fees & Charges General Manager Voetberg presented the item noting the Board reviews and considers changes to the miscellaneous fee schedule on an annual basis. Voetberg noted changes in the 2018 miscellaneous fee schedule.

Resolution No. 431-17 General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner Johnson to adopt Resolution No. 431-17, revising Miscellaneous Fees and Charges, and repealing Resolution No. 412-16. The motion passed unanimously.

Employee Policy Handbook Update General Manager Voetberg presented the item noting that due to Initiative 1433, new Washington State paid sick leave laws take effect January 1, 2018 prompting an update to the current Employee Policy Handbook along with minor changes to the vacations section. Mr. Voetberg also noted Kathy Webber of Inslee, Best, Doezie & Ryder, PS helped staff modify the language to the sick leave policy to ensure compliance with new state laws.

Resolution No. 432-17

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner Johnson to adopt Resolution No. 432-17, updating the Employee Policy Handbook. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported a recent meeting with the City of Mukilteo and the Washington State Department of Transportation regarding the Pedestrian Bridge appeared to favor upgrading sidewalks on the existing bridge and not pursuing a separate Pedestrian Bridge. Mr. Voetberg noted the District voiced support of this idea due to a conflict with a separate Pedestrian Bridge and the District's waterline.

Mr. Voetberg reported that on December 15th the water main running down Japanese Gulch near the dog park failed. Mr. Voetberg stated Operations was able to isolate the break without shutting water off to customers. Operations/Engineering Manager, Rick Matthews explained in more detail the location and presumed issues with the water main break. Voetberg acknowledged Briley Olson and Brian Munson for their quick response to the break.

Customer Notice Tracking/Aging Report

The Board received the Customer Notice Tracking/Aging Report.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report.

Verbal Reports

No reports.

Legal

No report.

Engineering

Engineer Eric Delfel reported the Lift Station 10 project is progressing ahead of schedule. Mr. Delfel also reported the Wastewater Comprehensive Plan Amendment No. 1 will be brought to the Board and the next meeting.

Commissioners

No report.

**General
Manager's
Review**

The Board met with the General Manager for his annual review.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:34 p.m.



President/Commissioner Johnson



Vice President/Commissioner Rainville



Secretary/Commissioner McGrath