

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

Minutes of December 6, 2017

The Regular Meeting of the Board of Commissioners of December 6, 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

Legal:
John Milne (Inslee Best), Eric Delfel (Gray & Osborne)

Staff:
Jim Voetberg, General Manager; 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 Johnson, second by Commissioner Rainville to approve the agenda as presented. The motion passed unanimously.

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

MINUTES Motion by Commissioner Rainville, second by Commissioner Johnson, to approve the minutes of the regular meeting of the Board of Commissioners on November 15, 2017. The motion passed with Commissioner McGrath abstaining from the vote since he was not present at the November 15th meeting.

**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 \$471,277.02

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6821-6873	\$83,755.54
Water Maintenance	740	ACH	3,901.00
Water Capital	746	6818-6820	11,400.75
Wastewater Maintenance	840	6821-6873	91,667.93
Wastewater Maintenance	840	ACH	4,399.00
Wastewater Capital	846	6814-6817	276,152.80

Payroll Approved Payroll in the amount of \$153,120.86.

BUSINESS ITEMS

2018 Capital & Operating Budget General Manager Voetberg presented the item noting the Proposed 2018 Operating and Capital Budget was distributed to the Board at the November 15th meeting. Mr. Voetberg noted a few budget highlights in the 2018 Operating Budget.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Rainville to approve the Mukilteo Water and Wastewater District 2018 Operation and Maintenance Budget as presented. The motion passed unanimously.

Mr. Voetberg noted a few budget highlights in the 2018 Capital Budget.

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner Johnson to approve the Mukilteo Water and Wastewater District 2018 Capital Budget as presented. The motion passed unanimously.

Revising General Facility Charges & Water Connection Fees Finance Manager Parks presented the item noting the Engineering News Record Construction Cost Index increased by 7.7%. Parks noted that in previous years the District capped the General Facility Charges at 5% but recommending increased the 2018 charge by 7.7% due to strength of the building industry and a concern of getting behind in GFC rates as this strength will likely last several years.

Resolution No. 429-17

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Rainville to adopt Resolution No. 429-17, revising water & sewer general facility charges and water connection charges with a 7.7% increase and rescinding section 2 and section 3 of Resolution No. 412-16 including exhibits A and B. The motion passed unanimously.

2018 Adjustment to Salaries & Benefits General Manager Voetberg presented the item noting the 2018 adjustment to employee salary and benefits is consistent with the 2018 Operating Budget just adopted.

Resolution No. 430-17 General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner Johnson to adopt Resolution No. 430-17, adjusting salaries and benefits for District employees. The motion passed unanimously.

Washington State Association of Sewer and Water Districts Retrospective Rating Plan Agreement General Manager Voetberg presented the item noting the minor changes in the WASWD Retrospective Rating Plan Agreement.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Rainville to approve the Retrospective Rating Plan Agreement with Washington State Association of Sewer and Water Districts, and authorize the General Manager to sign the Agreement on behalf of the District. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported the State Department of Health recently conducted a sanitary survey of the District's water system. Voetberg noted the survey went very well and recognized Operations employees, Jared Alexander, Brian Munson and Rick Matthews for the work they do in operating and maintaining the water system.

Mr. Voetberg reported the Worth Ave. Group, a company that provides private water and sewer lateral insurance, has contacted the District asking if there was interest in partnering with them in providing service lateral insurance to District customers. After discussion of the pros and cons, the Board by consensus decided not to partner with the Worth Ave. Group for service lateral insurance.

Mr. Voetberg reported the District received a conformation letter from the Department of Ecology confirming receipt of the District's NPDES renewal application for the Big Gulch Wastewater Treatment Facility.

Mr. Voetberg reported the State's 2016 Lead Service Line & Lead Component Survey, which the District participated in, was included in the Board Packet.

Capital Project Status Report

The Board received the Capital Project Status Report.

Verbal Reports

Finance Manager Parks reported the District has sent the City of Everett a list of properties identified as not being included in the wheeling credit calculation. Parks noted she will be following up with the City of Everett on this issue over the next couple of weeks.

Operations/Engineering Manager Matthews reported I&I repairs over the summer has reduced I&I by approximately 30.5 million gallons per year.

WWTF Manager Bridges reported the new clarifier is up and running. Bridges also thanked the Board for their continued support.

Legal

District Attorney, John Milne updated the Board on the King County Franchise Ordinance.

Engineering

District Engineer, Eric Delfel reported the Lift Station 10 Project is progressing well and on schedule. Mr. Delfel also reported the Reservoir 4 Painting Project received a runner up trophy and medal from WEFTEC.

Commissioners

No report.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:59 p.m.



President/Commissioner McGrath



Vice President/Commissioner Johnson



Secretary/Commissioner Rainville