

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

Minutes of January 3, 2018

The Regular Meeting of the Board of Commissioners of January 3, 2018 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), John Milne (Inslee Best)

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

**OATH OF
OFFICE** Mike Johnson was sworn in to the Mukilteo Water and Wastewater District Commissioner Position 3 for a 6-year term by District Attorney John Milne.

**ELECTION OF
OFFICERS FOR
2018
RESOLUTION
NO. 435-18** Motion by Commissioner Rainville, second by Commissioner McGrath, to elect Commissioner Johnson as President, motion approved. Motion by Commissioner Johnson, second by Commissioner McGrath, to elect Commissioner Rainville as Vice President, motion approved. Motion by Commissioner Rainville, second by Commissioner Johnson, to elect Commissioner McGrath as Secretary, motion approved.

Motion by Commissioner McGrath second by Commissioner Rainville to adopt Resolution No. 435-18, certifying the election of officers. The motion passed unanimously.

Commissioner Johnson took the gavel and continued the meeting as Board President.

**APPROVAL OF
AGENDA** Motion by Commissioner Rainville, second by Commissioner McGrath to approve the agenda as revised. The motion passed unanimously.

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

MINUTES Motion by Commissioner McGrath, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners on December 21, 2017. The motion passed unanimously.

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

Vouchers Approved Vouchers in the amount of \$234,626.99.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6920-6949	\$111,479.85
Water Capital	746	6916-6917	14,694.72
Wastewater Maintenance	840	6920-6949	69,019.23
Wastewater Capital	846	6918-6919	39,415.19

Payroll Approved Payroll in the amount of \$152,232.18

BUSINESS ITEMS

Update 2018 GFC's and Connection Charges General Manager Voetberg presented the item noting the only change to the current GFC and connection charge fee schedule adopted last month is to update the 2018 labor rates, which are reflected in the installation of water service connections by District staff. Mr. Voetberg noted the new resolution repeals Resolution No. 429-17.

Resolution No. 434-18 Motion by Commissioner McGrath, second by Commissioner Rainville to adopt Resolution No. 434-18 approving 2018 District water and sewer facility charges and fees for the installation of water service connections.

Wastewater Comprehensive Plan Amendment No. 1 General Manager Voetberg presented the item noting revisions to the current Wastewater Comprehensive Plan were primarily related to updating the capital list, revising growth estimates, and updating District Construction Standards.

Resolution No. 433-18 Engineer Eric Delfel briefly discussed some of the changes in the Wastewater Comprehensive Plan Amendment, including updates to the capital project list.

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner McGrath to approve Resolution No. 433-18 adopting the Wastewater Comprehensive Plan Amendment No. 1 and distributing the Amendment in accordance with the Washington Administrative Code and Revised Code of Washington. The motion passed unanimously.

Other Business None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg reported staff has been working with the City and the State to get the Developer Extension for the Mukilteo Ferry Project started. Voetberg noted, the City appears to be changing its position on a pedestrian bridge and is now evaluating pedestrian upgrades on the existing bridge.

Mr. Voetberg reported the District has recently taken over as the Sno-King Water Coalition Administrator and the transfer process has gone well.

Mr. Voetberg also reported the City of Everett has agreed with the additional units added to the wheeling list and staff is working with the City of Everett to get the units added.

Water & Sewer Connection Report

The Board received the report.

Verbal Reports

Finance Manager Parks had no report.

Operations/Engineering Manager Matthews reported a pre-construction meeting has been set for the Mukilteo Boys and Girls Club.

WWTF Manager Bridges reported the treatment plant is running well.

Legal

Attorney John Milne gave an update on the King County Right-of-Way Ordinance.

Engineering

Engineer Eric Delfel reported the 62nd PI West and 93rd PI SW Water Main Replacement Project will go out to bid on January 10th with a bid award date of January 30th.

Commissioners

Commissioner McGrath recommended Commissioner Johnson do a District Manager compensation review. All Board members agreed by consensus form Commissioner Johnson to complete the review and report back to the Board.

CONCLUDE

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

absent

President/Commissioner Johnson

Thomas A Rainville

Vice President/Commissioner Rainville

J. J. McGrath

Secretary/Commissioner McGrath