

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

Minutes of June 7, 2017

The Regular Meeting of the Board of Commissioners of June 7, 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:
John Milne (Inslee Best)

Staff:
Jim Voetberg, General Manager; Operations/Engineering Manager, Rick Matthews; 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 revised minutes of the regular meeting of the Board of Commissioners on May 17, 2017. Revisions reflected "President" changed to "Vice President" in Commissioner McGrath's absence at the meeting. The motion passed with Commissioner McGrath abstaining from the vote since he was not present at the May 17th meeting.

BUSINESS ITEMS

**Declare
Equipment as
Surplus** Finance Manager Parks presented the item. Parks noted that in addition to the equipment listed on Resolution No. 421-17, a list of items under the \$5,000.00 threshold that are being disposed of has been included in the Board packet. General discussion occurred.

**Resolution
No. 421-17** Motion by Commissioner Johnson, second by Commissioner Rainville to adopt Resolution No. 421-17, declaring (3) Allen-Bradley VFD drives, an Enviro-Care flow screen, and TV equipment as surplus and authorizing the General Manager to dispose of said equipment. The motion passed unanimously.

**EXECUTIVE
SESSION**

Board President McGrath convened an executive session pursuant to RCW 42.30.110 (1) (i) to discuss potential litigation relating to the 2017 Water and Sewer Improvement Project. Before convening the executive session at 7:03 p.m., President McGrath advised that the executive session would conclude at approximately 7:23 p.m. The Commissioners, District staff, Engineer Delfel (by phone) and Attorney Milne attended the executive session. At 7:23 p.m., President McGrath extended the executive session until 7:33 p.m., which was publicly announced. The executive session concluded at 7:33 p.m.

**BUSINESS
ITEMS
CONTINUED**

**2017 Water &
Sewer
Improvements
Change Order
No. 1**

General Manager Voetberg presented the item. Mr. Voetberg noted Schedule A is complete and Schedule C stopped when the contractor discovered the presence of contaminated soil and water, schedule will be formally deleted through the change order. Mr. Voetberg also noted that any modifications to Schedule B would be addressed in a future Change Order.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Rainville to approve Change Order No. 1 to the 2017 Water and Sewer Project and authorize the General Manager to sign the Change Order on behalf of the District. The motion passed unanimously.

Other Business

None.

**CONSENT
AGENDA**

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

Vouchers

Approved Vouchers in the amount of \$1,461,612.65

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6297-6346	\$147,225.70
Water Capital	746	6296	275,792.24
Wastewater Maintenance	840	6297-6346	961,719.11
Wastewater Capital	846	6295	76,875.60

Payroll

Approved Payroll in the amount of \$149, 980.62.

Management

General Manager's Report

General Manager Voetberg reported that a customer had concerns about the requirements for annual testing for irrigation systems that have backflow assemblies. During the review of the customer concerns Staff thought it would be a good idea to send out a reminder of these requirement on the August bills with a link to the information on our website.

Mr. Voetberg reported that the finance department is currently doing an internal audit of the eastside accounts and plan to be finished in early August.

Mr. Voetberg also reported that he would be attending the AWWA Conference next week; Rick Matthews will be Acting General Manager during that time.

Verbal Reports

Finance Manger Parks had no report.

Operations/Engineering Manager Matthews reported the Mukilteo Boys & Girls Club project would be starting by the end of the month.

WWTF Manager Bridges reported that the anticipated demo mixers would be on-site this week. Bridges reported that BHC Engineering was on site last week to begin their review of the WWTF process. Bridges also reported that the contractor is on-site to begin the clarifier project.

Legal No Report.

Engineering No Report.

Commissioners No Report.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 8:02 p.m.



President/Commissioner McGrath

excused

Vice President/Commissioner Johnson



Secretary/Commissioner Rainville