

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

Minutes of March 7, 2018

The Regular Meeting of the Board of Commissioners of March 7, 2018 was called to order at the District office by Commissioner Johnson at 7:00 p.m.

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

Engineering & Legal:
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

**APPROVAL OF
AGENDA** Motion by Commissioner McGrath, 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 McGrath, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners on February 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.

**Investment Funds
Report** The Board received the February Investment Funds Report.

Vouchers Approved Vouchers in the amount of \$126,934.24

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	7097-7137	\$45,126.90
Water Maintenance	740	ACH	3,097.00
Water Capital	746	7096	174.00
Wastewater Maintenance	840	7097-7137	75,042.94
Wastewater Maintenance	840	ACH	3,492.91

Payroll Approved Payroll in the amount of \$59,057.37

BUSINESS ITEMS

**District
Investment
Portfolio**

Finance Manger Parks presented the item and gave a brief overview of District investments. Parks noted one of the investments needed to be reinvested on March 12, 2018 and asked if the Board had input for reinvesting and laddering of the funds.

General discussion occurred.

**WWTF
Headworks Gate
Actuators
Project #18-18**

Wastewater Treatment Plant Manager Bridges presented the item. Bridges reported he used the MRSC roster to solicit pricing for the two motorized gate actuators that are included in the 2018 Capital Budget. Bridges noted Staff will install the new equipment which will change the current gate from manual to automatic.

Motion by Commissioner McGrath, second by Commissioner Rainville to authorize the purchase of two Rotork gate actuators from Beaver Equipment Specialty Company, Inc. in the total amount of \$15,312.48, including Washington State Sales Tax. The motion passed unanimously.

**WWTF Filtrate #2
Pump
Replacement
Project #19-18**

Wastewater Treatment Plant Manager Bridges presented the item. Bridges reported he used the MRSC roster to solicit pricing for a new filtrate pump that is included in the 2018 Capital Budget. Bridges noted Staff will remove the old pump and install the new one.

Motion by Commissioner McGrath, second by Commissioner Rainville to authorize the purchase of one Hidrostal D4K pump assembly from APSCO, LLC in the amount of \$13,413.71, including Washington State Sales Tax. The motion passed unanimously.

**Public Records
Policy Update
Resolution
No. 437-18**

General Manager Voetberg presented the item and gave a brief overview noting that due to the current legislature changes the District's policy needed to be updated. Mr. Voetberg noted Attorney John Milne's office had reviewed the policy and provided necessary changes.

Motion by Commissioner Johnson, second by Commissioner McGrath to Adopt Resolution No. 437-18, adopting the updated rules governing public inspection and copying of public records; and repealing Resolution No. 325-14. The motion passed unanimously.

**2018
Compensation
Study**

General Manger Voetberg presented the item. Mr. Voetberg reported the 2018 Budget included \$25,000 to perform an employee compensation study. Mr. Voetberg stated Staff was able to collect compensation and benefit data using contacts from regional Districts and included the information on a spreadsheet in the Board packet. Mr. Voetberg noted the District's compensation was slightly below the average of regional districts and provided alternative increases in District wages for Board discussion.

General discussion occurred with concurrence to consider an adjustment to employee compensation at the next Board meeting. The Board also requested cost information relating to matching of deferred compensation.

Other Business

None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg reported the State has agreed to use the District's Developer Extension Agreement for the ferry terminal project with a few clarifications that will be formalized through an addendum. Voetberg added Attorney John Milne and the State Attorney General's Office will agree on the addendum prior to bringing it to the Board for approval.

Mr. Voetberg reported a meeting was held with the City of Mukilteo to discuss the upcoming Lift Station 9 Project, noting the meeting went good.

Mr. Voetberg reported Operations Supervisor Brian Munson has been working with Snohomish County PUD on their rebate program for the Lift Station 10 Project noting the District rebate should be \$13,375 once the project is complete.

Mr. Voetberg reported he has agreed to be a speaker for the WASWD Spring Conference.

Capital Projects Status Report

The Board received the report.

Verbal Reports

Finance Manager Parks reported the District sent the City of Everett an invoice for six years of back wheeling charges.

Operations/Engineering Manager Matthews reported the Paine Field Terminal Project design review is almost complete. Mr. Matthews also reported that due to a scheduling conflict he will not be attending the WASWD Spring Conference.

Wastewater Treatment Plant Manager Bridges reported staff is currently working on a project to change out light tubes to save energy and have a

longer life span than the current ones. Bridges noted the project is eligible for a PUD rebate.

Engineering Engineer, Eric Delfel reported the 62nd & 93rd PI Project contracts are signed with a potential start date mid-April. Mr. Delfel reported the Lift Station 10 Project walls are up and the project is moving along. Mr. Delfel also reported his office is exploring a submersible pump option for the upcoming Lift Station 9 project.

Legal No report.

Commissioners No report.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 7:46 p.m.



President/Commissioner Johnson



Vice President/Commissioner Rainville



Secretary/Commissioner McGrath