

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

Minutes of May 17, 2017

The Regular Meeting of the Board of Commissioners of May 17, 2017 was called to order at the District office by Commissioner Johnson at 7:01 p.m.

**ROLL CALL/
IN ATTENDANCE**

Commissioners:

Mike Johnson, Thomas Rainville. Motion by Commissioner Johnson to excuse Commissioner McGrath, second by Commissioner Rainville. The motion passed unanimously.

Engineering:

Eric Delfel (Gray & Osborne)

Staff:

Jim Voetberg, General Manager; Sue Parks, Finance Manager; Gil Bridges, Wastewater Treatment Plant Manager

**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 Rainville, second by Commissioner Johnson, to approve the minutes of the regular meeting of the Board of Commissioners on May 3, 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 \$840,523.67.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6257-6294	542,835.25
Water Maintenance	740	ACH	239.48
Water Capital	746	6255-6256	51,773.04
Wastewater Maintenance	840	6257-6294	185,779.13
Wastewater Maintenance	840	ACH	773.34
Wastewater Capital	846	6253-6354	59,123.43

Developer Extension Agreement (DE #533) Vice President of the Board authorized to sign the Developer Extension Agreement for water and sewer systems for the Paine Field Passenger Terminal project (DE #533); and authorized the Engineer or General Manager to sign the plans when District requirements are met.

BUSINESS ITEMS

Paine Field Sewer Agreement Amendment No. 1 General Manager Voetberg presented the item noting this amendment formalizes the effluent sampling and testing protocol for wastewater discharge from Paine Field. Voetberg said the Airport is in agreement with the protocol and that the amendment has been reviewed by both Snohomish County legal counsel and the District's attorney, John Milne.

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner Johnson to approve Amendment No. 1 to the 2013 Wastewater Disposal Agreement with Snohomish County, establishing a protocol for the sampling and testing of Total Suspended Solids and Biological Oxygen Demand concentration levels, and authorize the General Manager to sign the amendment on the District's behalf.

BHC Agreement General Manager Voetberg presented the item noting the Operating Budget included funding to perform an independent process review of the Big Gulch Wastewater Treatment Facility. Voetberg noted the intent is to have a firm with an outside prospective review the District's operational strategies and if warranted, suggest changes to operating procedures, automated control strategies, and/or physical improvements. Voetberg further noted the MRSC small works roster was utilized in the selection process.

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner Johnson to approve the Agreement for Consulting Services with BHC Consultants to perform a process review of the Big Gulch Wastewater Treatment Facility, and authorize the General Manager to sign the Agreement of the District's behalf.

Other Business None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg reported various changes occurred on the 2017 Water and Sewer Project, which ultimately will result in a Change Order. District Engineer Delfel provided additional information on changes to Schedule A (Larmar/Debreton), including locate issues, relocation of a fire hydrant, and extra work to avoid utilities. Engineer Delfel briefly discussed a three-day delay in Schedule B (LS 4 to LS 12 Bore) due to a miss located Frontier cable. Manager Voetberg said he has been in contact with Attorney Milne who will discuss options with Board at the June 7th meeting.

Voetberg briefly discussed design changes to the Lift Station 4 to Lift Station 12 Bore project. Engineer Delfel said the design change was at the request of the Contractor and would allow emergency vehicle access during construction of the sewer pipe between the new manhole and the existing Lift Station 4.

Customer Notice Tracking/Aging Report

The Board received the Customer Notice Tracking/Aging Report.

Capital Projects Status Report

The Board received the Capital Projects Status Report.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report.

Water Comparison Report

The Board received the Water Comparison Report.

Verbal Reports

Finance Manager Parks reported staff would be participating in a conference call with Silver Lake Water and Sewer District (SLWSD), the City of Everett, and the Dept of Commerce to discuss SLWSD and MWWWD loan extensions related the City of Everett's treatment plant upgrades.

WWTF Manager Bridges reported he looked forward to BHC reviewing the treatment facility's operations.

Engineering

Engineer Eric Delfel reported he would be absent at the next Board meeting.

Commissioners

No report.

CONCLUDE

There being no further business, the Vice President of the Board concluded the meeting at 7:29 p.m.

Absent

President/Commissioner McGrath



Vice President/Commissioner Johnson



Secretary/Commissioner Rainville