

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

Minutes of November 15, 2017

The Regular Meeting of the Board of Commissioners of November 15, 2017 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

Motion by Commissioner Rainville, second by Commissioner Johnson to excuse Commissioner McGrath from the meeting. The motion passed unanimously.

Engineering:
Eric Delfel (Gray & Osborne)

Staff:
Jim Voetberg, General Manager; Sue Parks, Finance Manager; Gil Bridges, Wastewater Treatment Plant Manager; Kendra Chapman, Administrative Assistant

**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 November 1, 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 \$731,384.52

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6779-3813	\$637,671.88
Water Maintenance	740	ACH	\$865.72
Wastewater Maintenance	840	6779-6813	\$89,638.80
Wastewater Maintenance	840	ACH	\$376.05
Wastewater Capital	846	6777-6778	\$2,832.07

Investment Fund The Board received the October Investment Funds Report.

Report

BUSINESS ITEMS

Accept as Complete: Electroimpact Bldg. H (DE #517) General Manager Voetberg presented this item noting all the Developer Extension improvements have been completed to the District's satisfaction, consisting of a new 6" Fire Service and a 1" Water Service. Voetberg noted a \$765.04 credit on the account to be refunded to the owner.

Resolution No. 428-17 Motion by Commissioner Rainville, second by Commissioner Johnson to adopt Resolution No. 428-17, accepting the Developer Extension Agreement for water system for Electroimpact Building H (DE #517) as complete. The motion passed unanimously.

2018 Board of Commissioners Meeting Calendar General Manager Voetberg presented the item noting three conflicts to the regular meeting schedule due to a holiday in July and the WASWD Conferences in April and September.

Commissioner Johnson noted he would not be in attendance for the first meeting in July.

Motion by Commissioner Rainville, second by Commissioner Johnson to approve the 2018 Board of Commissioners Meeting Calendar as presented. The motion passed unanimously.

Proposed 2018 Operating and Capital Budget Finance Manager Parks distributed copies of the Proposed 2018 Operating and Capital Budget for review. Parks noted the Budget is scheduled for discussion and possible adoption at the meeting of December 6, 2016, and if necessary carried forward to the meeting of December 20, 2016. Parks also noted the Proposed Budget will be available on the District Website as well as at the District office for the public to view.

Interlocal Agreement for Surface Water Management Billing Services with the City of Mukilteo General Manager Voetberg presented the item noting both the District Attorney and the City Attorney's have reviewed the agreement. Mr. Voetberg noted that over the past several months, District and City staff have been working on updating the 1994 Surface Water Billing Services Agreement to better clarify the responsibilities of each party. Mr. Voetberg noted the District's fee for this service in 1995 was \$0.35 per account per month and has since increased to today's fee of \$0.89 per account per month. Voetberg noted the fee would increase to \$0.98 per account per month should the new agreement be approved.

General discussion occurred. Finance Manger Parks assured the Board the new \$0.98 fee per account covered the District's costs for storm water billing services.

Motion by Commissioner Rainville, second by Commissioner Johnson to approve the 2017 Interlocal Agreement for Surface Water Management Billing

with the City of Mukilteo, as presented or with minor non-substantial changes 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 water storage and usage information from the City of Everett is included in the Board Packet for review. Mr. Voetberg noted the water supply is in good condition going into the fall/winter months.

Mr. Voetberg reported he recently attended the WASWD DC Lobbying Trip where requests to fund sewer and water infrastructure were made to several of the State's Congressional Delegation. Voetberg reported the request was well received and WASWD Executive Director Jim Kuntz would be following up by providing information requested.

Mr. Voetberg also reported he is very pleased with Staff's preparation for the upcoming winter months. He noted that winter safety was a topic of conversation at the last Staff meeting.

Customer Notice Tracking/Aging Report

The Board received the Customer Notice Tracking/Aging Report.

Water Comparison Report

The Board received the Water Comparison Report.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report.

Verbal Reports

Finance Manager Parks reported she met with Cross Valley to go over the Sno-King Financials that the District will be taking over in 2018. Parks reported Cross Valley will finish up the 2017 reports and prepare the 2018 Sno-King budget prior to the transfer. Parks also noted Sno-King will need to formally approval closing the current bank account and open a new account at US Bank.

WWTF Manager Bridges reported the plant is running well, even with the recent increase in rainfall.

Engineering Engineer Eric Delfel reported the Lift Station 10 project continues to be on schedule.

Commissioners Commissioner Rainville noted the District should consider and evaluate shorter term investments given the potential of increase interest rates in the near future.

CONCLUDE There being no further business, the Vice President of the Board concluded the meeting at 7:20 p.m.

ABSENT

President/Commissioner McGrath



Vice President/Commissioner Johnson



Secretary/Commissioner Rainville