

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

Minutes of November 1, 2017

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The Regular Meeting of the Board of Commissioners of November 1, 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

Legal:  
Eric Delfel (Gray & Osborne, Inc.)

Staff:  
Jim Voetberg, General Manager; Rick Matthews, Operations/Engineering 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 Johnson, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners on October 18, 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 \$305,372.60

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6747-6776	\$18,265.51
Water Capital	746	6746	6,216.32
Wastewater Maintenance	840	6747-6776	149,323
Wastewater Capital	846	6743-6745	131,567.77

**Payroll**      Approved Payroll in the amount of \$153,450.44.

**BUSINESS ITEMS**

**3<sup>rd</sup> Quarter  
Financials**

Finance Manager Parks presented this item, noting strong 3<sup>rd</sup> quarter service revenues and variances in operational costs. Parks noted the District was on track to meet annual budgetary expectations.

General discussion occurred.

**Design and  
Development of  
the District  
Website**

General Manager Voetberg presented the item noting Staff had reported to the Board at its July 5<sup>th</sup> meeting of the need to update the District's website. Voetberg noted a Request for Proposals was sent out for the Design and Development of the District Website of which two proposals were received. Voetberg further noted Staff reviewed the proposals checked references and is recommending CivicPlus be awarded an agreement to design, develop and maintain hosting of the District Website.

**Resolution  
No. 427-17**

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Rainville, to approve Resolution No. 427-17, approving an agreement with CivicPlus for Design and Development of the District Website and authorizing the General Manager to sign on behalf of the District, with the understanding the proposed 2018 Capital Budget will include funding for this project. Motion passed unanimously.

**Bill Payment  
Options**

Finance Manager Parks presented the item noting Staff would like Board direction to pursue new bill payment options with enhanced use of Doxo for the collection of service revenue via credit cards. Parks discussed the District's current method of billing and receiving payments and new options offered through Doxo. Parks noted that under new options offered by Doxo, District customers should realize better customer service through ease of payment and by encouraging customers to receive e-bills and use e-payment, District's costs will go down.

General discussion occurred noting the potential benefits to District customers to offer e-billing and e-payment through Doxo. General consensus was provided to proceed with enhanced use of Doxo to bill and collect service fees.

**Other Business**

None.

**ADDITIONAL  
REPORTS**

**Management**

**General Manager's Report**

General Manager Voetberg reported

Mr. Voetberg reported the first year inspection of Reservoir No. 5 interior recoat has occurred and the reservoir looked good. One pin-hole size spot was observed needing repair which is scheduled to occur within the next few days. After being repaired, the reservoir would be refilled and put back into service.

Mr. Voetberg reported he and Rick Matthews recently met with representatives from the Ferry Terminal Project, representatives from the Pedestrian Bridge Project and the City of Mukilteo regarding the two projects and the impact on the District's water distribution system. Voetberg noted his concern that the City and State were pushing the District to allow a Ferry Terminal Developer Extension water connection west of the bridge. The District is not allowing a connection at this location due to the future impact by the Pedestrian Bridge whose supports are directly over the water main. As a utility in the State ROW, the relocation of the main due to the Pedestrian Bridge would be the responsibility of the District. To alleviate this conflict, the District is requiring the connection to occur from an extension from 2<sup>nd</sup> Avenue. As an alternative, the District has told the State and City it would allow a connection west of the bridge if the District was assured it would not be responsible for relocating the water main impacted by the Pedestrian Bridge.

Mr. Voetberg reported he would be out of the office November 6<sup>th</sup> – 8<sup>th</sup> to attend the WASWD Lobby trip in Washington DC. Mr. Voetberg noted Finance Manager Parks will be Acting General Manager during that time.

**Capital Project Status Report**

The Board received the Capital Project Status Report.

**Verbal Reports**

Finance Manager Parks reported the Eastside sewer and wheeling audit is in progress.

Operations/Engineering Manager Matthews reported as a result of this year's main line sewer and manhole repairs the District has reduced I&I by approximately 75,000 gallons per day.

General discussion occurred about updating the District Developer Extensions Standards to include new manholes and update water meter brands.

WWTF Manager Bridges reported the new biosolids hauling company Elysian Fields started today and staff is hopeful of a great working relationship.

**Engineering**      Engineer Delfel reported that the Lift Station 10 Project is progressing on schedule.

**Legal**              No Report.

**Commissioners**    Commissioner Rainville reported there is no Sno-King meeting for November.

Commissioner McGrath reported that he will not be in attendance at the November 15<sup>th</sup> Board Meeting.

**CONCLUDE**        There being no further business, the President of the Board concluded the meeting at 7:47 p.m.

*absent*

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President/Commissioner McGrath

*M. Johnson*  
\_\_\_\_\_  
Vice President/Commissioner Johnson

*Thomas Rainville*  
\_\_\_\_\_  
Secretary/Commissioner Rainville