

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

Minutes of September 20, 2017

The Regular Meeting of the Board of Commissioners of September 20, 2017 was called to order at the District office by Commissioner McGrath at 7:01 p.m.

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

Engineering:
Eric Delfel (Gray & Osborne)

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 September 6, 2017. The motion passed unanimously.

**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 \$1,579,069.14.

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6604-6642	709,727.52
Water Maintenance	740	ACH	6,765.17
Wastewater Maintenance	840	6604-6642	137,753.99
Wastewater Maintenance	840	ACH	716,480.35
Wastewater Capital	846	6601-6603	8,342.11

**Investment Fund
Report** The Board received the Investments Funds Report dated August 31, 2017.

**QFC Fuel Center
DE #536** The Board approved Developer Extension #536 QFC Fuel Center.

BUSINESS ITEMS

Big Gulch WWTF Evaluation – BHC Consultants General Manager Voetberg presented the item noting a few highlights in the report that was included in the Board packet.

General discussion occurred. Commissioner Johnson suggested a paragraph or note be added about future expansion at Paine Field Airport.

Engineering Scope of Work – BNSF Water Main Crossing General Manager Voetberg presented the item for Board consideration noting no work would begin until the Developer Extension deposit was collected from the Washington State Ferries.

General discussion occurred. Commissioner Johnson requested additional funds be added to the design of the waterline bore schedule to include Staheli Trenchless in the project design and inspection.

Motion by Commissioner Johnson, second by Commissioner Rainville to authorize Gray & Osborne's Scope of Work dated September 13, 2017 for the design of a BNSF Waterline Crossing and Lift Station No. 9 Force Main Replacement – Phase 1, adding an additional \$10,000 to the BNSF Waterline Crossing schedule for Staheli Trenchless to assist in the design and inspection of the bore, contingent upon receipt of a Developer Extension Agreement with the State for extending the District's system to the new Ferry Terminal site. The motion passed unanimously.

Other Business None.

ADDITIONAL REPORTS

Management

General Manager's Report

Mr. Voetberg reported Gray & Osborne is working with the contractor for the 2017 Water & Sewer Improvements Change Order #2.

Mr. Voetberg also reported staff and Attorney Milne are working with the City of Mukilteo on an agreement for access on 61st Place West to maintain Lift Station No.5. Mr. Voetberg noted the Smugglers Gulch Home Owner's Association has tentatively granted the District access along their private road, however because of the condition of the private road, it could not be utilized for access by the Vactor Truck.

Customer Notice Tracking/Aging Report

The Board received the Customer Notice Tracking/Aging Report.

Capital Projects Status Report

The Board received the Water Comparison Report.

Discharge Monitoring Report

The Board received the Discharge Monitoring Report.

Verbal Reports

Finance Manager Parks reported the 2018 budget planning is in process as well as a wheeling audit on the City of Everett's use of District facilities.

Operations/Engineering Manager Matthews reported consumption is down with the recent rain.

WWTF Manager Bridges reported the demonstration for flight mixers at the WWTF is scheduled for install at the end of the month and staff is looking forward to it.

Engineering

Engineer Eric Delfel reported the Lift Station 10 project is permitted and underway. Mr. Delfel also reported the Clarifier 2 Project at the WWTF is on schedule.

Commissioners

No report.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:50 p.m.



President/Commissioner McGrath



Vice President/Commissioner Johnson



Secretary/Commissioner Rainville