

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

Minutes of February 17, 2010

The February 17, 2010 Regular Meeting of the Board of Commissioners was called to order at 7:00 PM in the District office.

PRESENT

Commissioners - Ed Caine, Mike Johnson, Thomas McGrath,
Thomas Rainville and Joan Thomasson
Attorney John Milne
Engineer Mike Jauhola
Staff Dan Hammer, Sue Parks, Gil Bridges and
Mary Merriam
Audience Arnie & Janet Hammerman
Kathleen Quong-Vermeire

***APPROVAL OF
AGENDA***

Commissioner Caine made a motion to approve the Agenda as presented. Commissioner McGrath seconded the motion. The motion passed unanimously.

VISITORS

Mr. & Mrs. Hammerman attended the meeting to discuss the District's policy on sewer pumps. Their home is located at 906 8th Street, Mukilteo. They are experiencing problems with their septic system and fear they cannot obtain the required gravity fall to the sewer stub. The Board listened to Mr. Hammerman's comments and concerns and decided that the sewer issue could be resolved by the General Manager and staff. Mr. Hammerman will contact staff and discuss how to proceed.

Ms. Kathleen Quong-Vermeire, a Commissioner from Highline Water District, stated she was attending to listen to the discussion of whether the District would continue its membership in the State Association.

***MINUTES
APPROVED***

Commissioner Johnson made a motion to approve the Minutes of the January 27, 2010 and February 3, 2010 Board Meetings. Commissioner Thomasson seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Commissioner Caine requested the Voucher for WASWD 2010 Membership be pulled from the Consent Agenda and be added as part of the discussion of Business Item #6. Commissioner Caine also asked if any part of the request to proceed with the security improvements was for proprietary items. Staff advised that nothing in the request was proprietary.

After review of the Consent Agenda Items, Commissioner Johnson made a motion to approve the items listed as amended. Commissioner Thomasson seconded the motion. The motion passed unanimously.

Vouchers

Water Maintenance Fund (741-5408666)

Beginning with 1761 through 1761 in the amount of \$ 17,596.85.

Water Maintenance Fund (741-5408666)

Beginning with 1793 through 1823 in the amount of \$121,085.31.

Wastewater PWTF Fund (741-58558666)

Beginning with 1717 through 1717 in the amount of \$39,119.55.

Wastewater Maintenance Fund (741-58408666)

Beginning with 1720 through 1730 in the amount of \$7,282.50.

Wastewater Maintenance Fund (741-58408666)

Beginning with 1731 through 1731 in the amount of \$11,442.76.

Wastewater Capital Improvement Fund (741-58468666)

Beginning with 1718 through 1719 in the amount of \$1,096.63.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 0233 through 0235 in the amount of \$920.52.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 0236 through 0236 in the amount of \$151.26.

Discharge Monitoring Report

The January 2010 Discharge Monitoring Report and Noncompliance Notification Letter was reviewed.

Adjustments to Customer Accounts

The Board reviewed the January 2010 Customer Account Adjustment Form which indicated 18 accounts were adjusted. The President of the Board was authorized to sign the form.

Service Connection Summary

The Board reviewed the January 2010 Water Service Connection Report which indicated no new services or additional units were installed. The Sewer Connection Report indicated no new services or additional units were installed.

Authorize Purchases

Staff requested and received authorization to proceed with the purchase of items as approved in the 2010 Budget as follows:

- Security Improvements to Administration Building and the Consolidated Security Assessment Report at an estimated cost of \$44,100.
- Spreadsheet Server Maintenance Software at an amount not to exceed \$13,500.
- Teledyne Isco 4230 Portable Flow Meter for \$5,697.29, including tax.

BUSINESS ITEMS

***BIG GULCH
CHANGE ORDER #5***

Mr. Hammer reviewed his memo with the Board. Change Order #5 was prepared by the District's consulting project engineer to resolve part of the slope movement issue. It is proposed that HDD would hire an engineer to investigate slope conditions, provide a preliminary conceptual design to stabilize the slope and to provide a final engineering design for a contractor to furnish and install slope stabilization improvements. The Change Order total is \$23,000 of which \$5,000 is survey work.

Commissioner Caine made a motion to authorize the General Manager to approve Change Order #5 at a price not to exceed \$23,000. Commissioner McGrath seconded the motion. The motion passed unanimously.

***JOB
DESCRIPTIONS***

The Board was advised that on the information provided in their packet a mistake had been made on the Finance Manager Job Description Wage Grade. Staff has corrected the error. The job descriptions have been reviewed by the District's personnel attorney, Kathy Weber, the Department Managers and employees currently serving in the positions.

The Financial Accounting Supervisor position was recommended to be a Non-Exempt position.

Mr. Hammer telephoned Mr. Gene Matt to request that he review four job descriptions where the General Manager has recommended pay grade adjustments to make sure they are in-line with the job descriptions and salary survey. Mr. Hammer is waiting for Board approval of the job descriptions before moving forward with Mr. Matt's review.

Commissioner McGrath made a motion to approve the February 2010 Job Descriptions as revised. Commissioner Caine seconded the motion. The motion passed unanimously.

Commissioner Johnson stated he would like a Board member to be involved when the General Manager and Mr. Matt meet in order to educate the Board so they will have a good understanding of the salary structure. Commissioner Rainville stated he would attend the meeting with Mr. Hammer.

***2010 PAINE FIELD
SEWER RATE
ADJUSTMENT***

The meeting between District and Paine Field staff to discuss the pending sewer rate increase is scheduled for next week. Staff provided the Board with information on what the Boeing Company pays for sewer service to the City of Everett as requested at the previous meeting.

The Public Hearing on proposed rate revisions is being advertised for March 3, 2010 at 7:00 PM.

***WASWD 2010
MEMBERSHIP***

In January 2010 the Board requested information from the WASWD before it was determined if the District would continue membership in 2010. Mr. Hammer sent a letter to Ms. Jeannie Screws, the President of the Association, listing the questions the Board had. A copy of her February 3, 2010 letter was provided to the Board. Each Commissioner stated what they believe the strong and weak points of the Association are. After much discussion the Board decided to pay the membership dues for 2010. Commissioner Johnson made a motion to continue membership in the WASWD for 2010 with the condition that the Board reviews the Association's progress on the District's concerns at the end of the year and to authorize staff to process the voucher in the amount of \$18,172.56. Commissioner McGrath seconded the motion. The motion passed with four Commissioners voting aye. Commissioner Thomasson voted nay.

Voucher Approved:

Water Maintenance Fund (741-5408666)

Beginning with 1760 through 1760 in the amount of \$ 18,172.56.

The Board requested the General Manager send another letter to the Association stating items they want to be addressed within the year as follows:

- ❖ For an outside independent audit to be performed on the Associations Financial Statement
- ❖ Provide Financial Policy on Finance Committee.
- ❖ Remove statement regarding Mukilteo creating a storm water utility within a utility from the Workshop Summary.
- ❖ Provide written policies of the Association – not statements or a narrative in a letter.

***OPEN PUBLIC
MEETING
REQUIREMENTS***

Mr. Milne provided the Board with a memo regarding Open Public Meeting Requirements. He discussed the Open Public Meeting Act and email communications with the Board. Retention of some emails as public records may be for a six-year period. He advised the Board that if an issue is something that would be voted on by the Board it should not be discussed by a Board quorum in email communications.

OTHER BUSINESS

Commissioner Rainville asked the Board to authorize Mr. Milne to review the merger agreement to determine if there are any restrictions if the Board of Commissioners wanted to become a five member board instead of reducing the Board to three members as previously planned. He would also like Mr. Milne to review and report back on the process that needs to be followed to become a five member board. Commissioners Thomasson, Johnson and McGrath supported Commissioner Rainville request. Commissioner Caine stated he has mixed feelings but it would be good to obtain the information.

Mr. Milne stated he would provide information to the Board regarding being a five member board at the April 7, 2010 Meeting.

MANAGEMENT REPORTS

Mr. Hammer reported that he had met with Ms. Nancy Davidson from Alderwood Water and Wastewater District regarding the District's possible purchase of an effluent filter from AWWD. AWWD is calculating the use and life of the filter and may be ready to surplus it after September 2010.

A meeting was held today to review the Headworks Pre-Design Report. Staff plans to make a presentation to the Board of Commissioners at the April 7th Meeting on the matter.

COMMISSIONERS REPORT

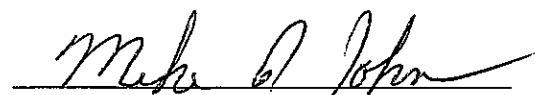
Commissioner Rainville stated a reporter from the Everett Herald had contacted him to obtain additional information in order to write an article about the Board's health care (VEBA) plan. He will keep the Board further advised.

ADJOURN

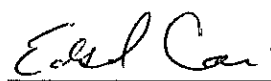
There being no further business the President of the Board concluded the meeting at 8:45 PM.




President/Commissioner Rainville



Commissioner Johnson



Vice-President/Commissioner Caine



Commissioner Thomasson



Secretary/Commissioner McGrath