

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

Minutes of January 21, 2009

The January 21, 2009 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

Engineer – Ken Enns

Staff -- Dan Hammer, Patrick Sorensen, Sue Parks, Gil Bridges, Rick
Matthews and Mary Merriam

The Board excused Commissioner Andrews's absence due to a family illness.

***APPROVAL OF
AGENDA***

The agenda was revised changing item #9 to Letters to the Governor and Representatives Regarding Pending Economic Recovery Legislation and making #10 An Executive Session to Discuss Lift Station #5 Access Easement.

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

***MINUTES
APPROVED***

Commissioner McGrath made a motion to accept the Minutes from the January 7, 2009 Board Meeting. Commissioner Thomasson seconded the motion. The motion passed with four yes votes. Commissioner Caine abstained since he did not attend that meeting.

CONSENT AGENDA

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

Vouchers

Water Maintenance Fund (741-5408666)

Beginning with 1002 through 1035 in the amount of \$413,073.87.

Water Maintenance Fund (746-5408666)

Beginning with 802 through 826 in the amount of \$24,613.59.

Water Capital Improvement Fund (741-5458666)

Beginning with 999 through 1001 in the amount of \$2,569.28.

East Wastewater Maintenance Fund (741-5418666)

Beginning with 130 through 136 in the amount of \$34,460.46.

Wastewater Capital Improvement Fund (746-5468666)

Beginning with 794 through 801 in the amount of \$25,743.83.

East Wastewater Capital Improvement Fund (741-5528666)

Beginning with 129 through 129 in the amount of \$92.37.

Wastewater PWT Fund (746-5558666)

Beginning with 791 through 793 in the amount of \$1,381.76.

Regular Payroll

Regular Payroll for January 2009 in the amount of \$150,303.39 was approved.

Adjustments to Customers Accounts

The Board reviewed the December 2008 Customer Account Adjustments which indicated 10 accounts were adjusted in that month. The President of the Board was authorized to sign the Customer Account Adjustment Form.

Treatment Plant Discharge Permit

The December 2008 Discharge Monitoring Report (DMR) was reviewed and accepted by the Board.

Service Connection Summary

The Board reviewed the December 2008 Service Connection Report which indicated that no new services were installed keeping the total for the year at thirty-three.

Investment Report

The Board reviewed the December 31, 2008 Investment Funds Report.

Leak Adjustment Request

The customer at 10830 Holly Drive, Everett requested an adjustment to their December 31, 2008 billing due to a broken pipe. The water did not go through the sewer system. Staff calculated the adjustment in accordance with District policy for a total adjustment of \$521.22.

Requests to Attend Workshops

The Board authorized two field employees to attend the WETRC Water/Wastewater Operations Workshop (WOW) in March at Ocean Shores Washington at an estimated cost of \$820.00.

Two employees were also authorized to attend the Government Finance Officers Association (GFOA) Conference which is being held in Seattle in June 2009. Cost for two people is \$740.00

BUSINESS ITEMS

**BIG GULCH
UPDATE**

Mr. Sorensen stated that the close-out for Segment #1 will be at the February 4th Meeting.

A Neighborhood Meeting was held on January 14, 2009 to answer questions on Segment #3 construction, etc. About 8 or 9 people attended the meeting.

A meeting was held last Tuesday with the Department of Fisheries, the Airport and the City of Mukilteo regarding the exchange of \$150,000 worth of stream restoration for wetland credits needed for damages in Big Gulch. Copies of a letter dated January 21, 2009 from to the City of Mukilteo from Paine Field regarding the use of their mitigation bank credits to mitigate wetland impacts in Big Gulch was given to the Commissioners.

Segment #3 plans and specifications will be presented to the Board at the next meeting. Staff will be requesting authority to go to bid. Pete Weber will be attending that meeting to answer any questions. Notices of the upcoming bid items for Segment #3 are being advertised in the Everett Herald and the Journal of Commerce.

Mr. Hammer discussed his concerns about the construction management of the Big Gulch project with the Board. A meeting is scheduled with HCWL next week to discuss the construction management of Segment #3 and options the District has on who will perform the work.

***WEST SIDE SEWER
GFC***

Rick Matthews made a presentation to the Board regarding the current General Facility Charge (GFC) for west-side commercial, business and industrial customers. The current resolution allows west-side property owners a choice of paying the GFC in one of two ways; either a square footage charge or a gallon per day charge. The two options can result in large monetary differences for the same structure and in some cases results could be less than the residential flat fee. East-side GFC is calculated based on the amount of flow that can pass through the water meter. Staff requested that Section C of Resolution #299-04 be revised to utilize the same ratio of the east-side GFC, but with a starting base of \$3,600. Discussion was held.

By consensus the Board agreed that the west-side GFC should be revised as recommended by staff and included in the general rate increase public hearing in March.

***SMUGGLERS
GULCH & BIG
GULCH PROPERTY
ACQUISITION
PROFESSIONAL
SERVICE
CONTRACT***

The District currently has a Professional Services Contract with Craig Fullerton for assistance in acquiring easement for access to Lift Station #5 in Smugglers Gulch. Staff requested authorization to enter into two contracts for assistance in acquiring easements associated with Big Gulch and Smugglers Gulch for an amount not to exceed \$10,000 in each contract. Mr. Bob Rude has personal issues that make him not as readily available for the remaining work. There are budgeted funds remaining to cover the contract with Mr. Fullerton.

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Commissioner Caine made a motion authorizing the General Manager to approve Professional Services Agreements with Fullerton & Associates to assist the District with the acquisition of property in Smugglers Gulch and Big Gulch. Commissioner McGrath seconded the motion. The motion passed unanimously.

***WEB PAGE
UPDATE***

Sue Parks stated that she and Mary Merriam are working on providing information for the Web Page. She asked the Board what contact information they want on the site and if they wanted a picture of the Board. Ms. Parks will put together a form for each Commissioner to complete stating what personal information they want displayed.

***EMPLOYEE
RECOGNITION
EVENT***

Discussion was held regarding a place and date for the Employee Recognition Event. Mary Merriam stated she had checked three different restaurants and ordered service pins with the new logo and name. Because of engraving that needs to be done once the items are received a date in late March would work best. Thursday, March 12th or 19th was suggested and agreed upon by most of the Board. Commissioner Thomasson will check her calendar and email Mary.

SPECIAL MEETING

Staff requested holding a Special Meeting on February 11, 2009 at 7:00 PM to review the draft budget. Commissioner McGrath stated he will be out of town that week. The rest of the Board agreed to the special meeting date and time.

***LETTERS
REGARDING
LEGISLATION***

Letters were prepared for the Board's review and authorization for the President of the Board to sign and staff to mail out to Governor Gregoire, Senator Patty Murray, Senator Maria Cantwell, Congressman Jay Inslee and Congressman Norm Dicks regarding the pending economic recovery legislation.

ADDITIONAL REPORTS

ENGINEERING

Mr. Enns reported that Gray & Osborne has submitted the first four chapters of the Water Comprehensive Plan to the District for review. A meeting is scheduled for next week to review the plan. There is modeling that needs to be performed.

MANAGEMENT

Mr. Hammer stated the Aeration Ditch A Project contractor, Gary Harper is a little behind the proposed schedule. A meeting is scheduled for Monday to talk with the contractor and engineer.

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The WWTP Outfall Study found an obstruction in the line 200-feet from the end. The survey was unable to inspect about 400-feet of the outfall. A meeting will be held soon to review and discuss the options.

Mr. Bridges gave an update on the WWTP Effluent Study and discussed how the SCADA would work to control the system.

EXECUTIVE SESSION – EASEMENT ACQUISITION RCW 42.30.110 (1) (b)

The Board went into an Executive Session at 8:45 PM for 10-minutes to discuss access easement acquisition for Lift Station #5. The Meeting reconvened at 8:52 PM.

ADJOURN

There being no further business the President of the Board adjourned the meeting at 8:52 PM.




President/Commissioner Rainville




Commissioner Andrews



Vice-President/Commissioner Caine



Commissioner Johnson



Secretary/Commissioner McGrath



Commissioner Thomasson