

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

Minutes of February 18, 2009

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The February 18, 2009 Meeting of the Board of Commissioners was called to order at 7:00 PM in the District office.

***PRESENT***

Commissioners -- Dick Andrews, Mike Johnson, Thomas McGrath and Thomas Rainville

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

Engineers – Ken Enns

Commissioners Caine and Thomasson were absent due to attending District business.

***APPROVAL OF  
AGENDA***

Commissioner Andrews made a motion to approve the Agenda as presented. Commissioner Johnson seconded the motion. The motion passed unanimously.

***MINUTES APPROVED***

Commissioner McGrath made a motion to accept the Minutes from the February 4, 2009 Board Meetings. Commissioner Johnson seconded the motion. The motion passed unanimously.

***CONSENT AGENDA***

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

***Vouchers***

Water Maintenance Fund (741-5408666)

Beginning with 1060 through 1086 in the amount of \$157,790.05.

Wastewater Maintenance Fund (741-58408666)

Beginning with 852 through 860 in the amount of \$18,193.42.

Water Capital Improvement Fund (741-5458666)

Beginning with 1059 through 1059 in the amount of \$352.00.

Wastewater Public Works Trust Fund (741-58558666)

Beginning with 861 through 866 in the amount of \$89,486.72.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 142 through 144 in the amount of \$770.90.

Wastewater Capital Improvement Fund (746-58468666)

Beginning with 845 through 851 in the amount of \$113,211.45.

***Regular Payroll***

Regular Payroll for February 2009 in the amount of \$ 147,682.95 was approved.

**Adjustments to Customers Accounts**

The Board reviewed the January 2009 Customer Account Adjustments which indicated 18 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 January 2009 Discharge Monitoring Report was reviewed and accepted by the Board

**Service Connection Summary**

The Board reviewed the January 2009 Service Connection Report which indicated five new services were installed making the total for the year 5.

**2006 and 2007 Audit Reports**

The State Auditor has completed audits for the 2006 Olympus Terrace Sewer District financials, the 2006 Mukilteo Water District financial and the combined 2007 Mukilteo Water District financials; three separate audits. The Auditor issued two reports for each audit year. Each report included:

- Audit Summary
- Description of the District
- Audit Areas Examined
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters in Accordance with Government Auditing Standards
- Independent Auditor's Report on Financial Statements

**Approve Developer Extension Agreement**

The owner submitted a Developer Extension Agreement for Board approval and signing. The Pre-Application and information provided were sent to the attorney for review to make sure it conforms to District requirements. The Developer is not requesting reimbursement. A deposit was estimated and paid to cover District expenses including engineering, inspection, legal, permits and administration fees.

NAME: Harbour Point RV Park Fireline  
Ext. #473  
ADDRESS: 11501 Highway 99 S, Everett  
DEPOSIT AMOUNT: \$2,000

The Developer will be installing a fire line in an existing building. Staff requested the President of the Board to be authorized to sign the Developer Extension Agreement on behalf of the District and the engineer or General Manager to sign the plans once they meet District specifications and requirements.

**Accepting Developer Extension Agreements as Complete**

**RESOLUTIONS  
087-09 and 088-09**

**105<sup>th</sup> Street LDMR, Ext. #422** – The developer created 14 new lots at 618 105<sup>th</sup> Street SW, Everett. The improvements have been completed and the project is ready to be accepted by the District. A deposit of \$5,000 was made; all invoices have been charged and paid leaving a balance of \$201.91 to be refunded.

**Shubin Short Plat, Ext. #462** – The Developer has completed the water and sewer improvements for their two-lot short plat and the project is ready to accept as complete. A deposit of \$3,000 was made; all invoices have been charged and paid leaving a balance of \$1,266.06 to be refunded.

Resolutions 087-09 and 088-09 were signed by the Board accepting the Developer Extension Agreements as complete.

**BUSINESS ITEMS**

**AERATION SYSTEM  
MODIFICATION  
DITCH "B"  
SOLE SOURCE  
PURCHASE**

**RESOLUTION 085-09**

The Board previously approved improvement projects for the Wastewater Treatment Plant Ditch "A" and "B" aeration systems in order to assist in getting in compliance with the District's wastewater discharge permit. Ditch A is under construction at this time. Gray & Osborne is developing plans and specifications to upgrade Ditch B and has recommended that the aeration blowers, aeration diffusers and submersible mixers be identical to the equipment used in Ditch A construction in order to have the same capacity, controls and performance characteristics as the equipment in Ditch A. Utilizing the same equipment will also allow District personnel to standardize equipment, minimize parts in inventory needed for maintenance and minimize specialized training and maintenance techniques.

The District's engineer recommended that the equipment should be purchased as a sole source contact. The District's attorney, Mr. Milne, drafted a resolution that would authorize staff to directly purchase the equipment through a sole-source.

Commissioner McGrath made a motion to approve Resolution 085-09 and waive the public bidding requirement and authorize the purchase and installation of certain equipment for the District's Wastewater Treatment Plant Aeration System Modifications, Ditch "B". Commissioner Johnson seconded the motion. The motion passed unanimously.

***2009 WAGE SALARY  
STUDY***

Mr. Sorensen stated that the 2008 Compensation & Benefit Study and General Manager Compensation Review prepared by Matt and Associates are in final form for the Board to accept. There have been some minor changes made to the Study since Mr. Matt gave his presentation on December 10, 2008 to the Board.

Discussion was held. Commissioner Johnson asked if the Board is accepting the Study as being complete or are they accepting the recommendations of the Study? That question will be discussed with Mr. Milne at the next meeting. The Board stated they wanted to see Job Descriptions completed in order to review the positions in the Study.

Commissioner Andrews stated that Job Descriptions need to be based on the level of responsibility and the Study should be more conclusive. Staff could utilize the Study as an estimate for budget purposes.

Rick Matthews was present and asked to address the Board to discuss his position which the Study indicated that a match was difficult to find for his job. Mr. Matthews stated all employees had received the first Study in December but then revisions were made that most employees were not aware of; the latest version changed the original findings for Mr. Matthews's position.

The Board directed the General Manager to review the two descriptions and report back.

***2009 EMPLOYEE  
BENEFITS AND WAGE  
RECOMMENDATIONS  
AND ORGANIZATION  
CHART***

The Board briefly discussed the next three agenda items;

- 2009 Employee Benefit Recommendations
- 2009 Employee Wage Recommendations
- Revised Organization Chart

and decided to table the discussions until Job Descriptions are completed and Commissioner's Caine and Thomasson are present; as the topics all relate to the Wage and Benefit Study.

***REQUEST TO  
SURPLUS SCRAP  
METALS***

Staff requested authorization to surplus scrap metals; including brass, aluminum, copper, meters and steel. It has been approximately three years since the District disposed of scrap materials.

Commissioner Johnson made a motion authorizing staff to advertise and dispose of the surplus materials. Commissioner McGrath seconded the motion. The motion passed unanimously. An advertisement will be placed in the Everett Herald.

***MISSION STATEMENT***

A revised Mission Statement was presented to the Board and discussed. A couple changes were made and the Board approved a revised Mission Statement as follows:

“The District is dedicated to provide excellent water and wastewater services and responsible management of the resources of our ratepayers in an environmentally responsive manner.”

***BIG GULCH  
EASEMENTS***

Discussion was held regarding two easements the District needs to acquire in Big Gulch on the westerly access. The District has been working on one easement for about 2-years without any results. Staff has discussed the easements with legal counsel and is recommending the Board authorize the use of the eminent domain to acquire the easements. The Board authorized staff to proceed with obtaining the easements with an offer of 25% of the land value and the use of eminent domain if necessary.

***MANAGEMENT REPORTS***

Mr. Sorensen provided a Letter of Resignation to the Board. He has accepted a position as City Manager with the City of Centralia. Patrick thanked the Board for the opportunities that he has had during his years at the District. His last day of work at Mukilteo Water and Wastewater District will be March 20, 2009. The Board thanked Patrick for his work.

Mr. Hammer reported that permits for Big Gulch will be filed tomorrow.

One employee will be attending the WOW Conference this year instead of two as approved previously. Two people have requested to attend a Pump & Pumping Seminar in September.

Gil Bridges is looking into getting approved for a stimulus program for WWTP Ditch B construction.

Mr. Hammer will be on vacation Thursday and Friday.


**COMMISSIONERS REPORTS**

Commissioner Rainville stated he and Commissioner Caine prepared a list of goals for 2009 for the General Manager from the comments given to them from the Board. They met with Mr. Hammer and discussed the list.

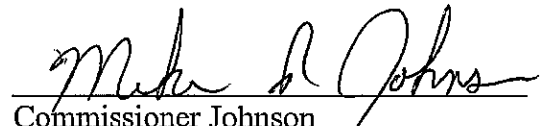
**ADJOURN**

There being no further business the President of the Board adjourned the meeting at 8:05 PM.

  
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President/Commissioner Rainville

  
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Commissioner Andrews

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Vice-President/Commissioner Caine

  
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Commissioner Johnson

  
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Secretary/Commissioner McGrath

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Commissioner Thomasson