

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

Minutes of March 4, 2009

The March 4, 2009 Meeting of the Board of Commissioners was called to order at 7:00 PM in the District office.

PRESENT

Commissioners -- Dick Andrews, Ed Caine, Mike Johnson, Thomas McGrath, Thomas Rainville and Joan Thomasson
Attorney – John Milne
Engineer – Ken Enns, John Wilson, Eric Delfel & Tom Zerkel
Staff -- Dan Hammer, Patrick Sorensen, Sue Parks, Gil Bridges, Rick Matthews and Mary Merriam
Audience – Mr. & Mrs. Bob Koo

COMMENTS FROM VISITORS

Mr. & Mrs. Koo attended the meeting because of a leak at their rental property. Staff talked with them before the meeting started and will contact them tomorrow about the account.

APPROVAL OF AGENDA

Mr. Hammer requested adding agenda items as follows:
11. Aeration Basin "B"
12. Application for Stimulus Funds

Commissioner Andrews made a motion to approve the Agenda as revised. Commissioner Thomasson seconded the motion. The motion passed unanimously.

MINUTES APPROVED

Commissioner Johnson made a motion to accept the Minutes from the February 18, 2009 Board Meetings. Commissioner Andrews seconded the motion. The motion passed unanimously.

Commissioner Caine and Thomasson abstained from voting as they were not in attendance at that meeting.

CONSENT AGENDA

After review of the Consent Agenda Items, Commissioner McGrath 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 1100 through 1131 in the amount of \$1,626.36.

Water Maintenance Fund (741-5408666)

Beginning with 1132 through 1132 in the amount of \$1,626.36.

Water Capital Improvement Fund (741-5458666)

Beginning with 1087 through 1087 in the amount of \$16,472.23.

Wastewater PWTF Fund (741-58558666)

Beginning with 1105 through 1106 in the amount of \$1,339.99.

Wastewater Maintenance Fund (741-58408666)

Beginning with 1114 through 1124 in the amount of \$29,412.69.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 0146 through 0150 in the amount of \$97,105.58.

Wastewater Capital Improvement Fund (741-58468666)

Beginning with 1107 through 1113 in the amount of \$68,223.01.

East Wastewater Capital Improvement Fund (741-59528666)

Beginning with 0145 through 0145 in the amount of \$923.28.

Delinquent Accounts

The Board reviewed the accounts listed as being delinquent and authorized staff to collect, disconnect or file a lien on accounts listed as delinquent in accordance with the District's policy.

Authorize Leak Credit Adjustment

The customer at 217 112th Street SW #A, Everett received a larger than normal bill due to a broken service line leading to Building A. Repairs were made and a request for an adjustment was received. The water did not go through the sewer system therefore the adjustment was calculated by taking off the excess that was billed to the sewer portion. Using the standard calculations staff determined that \$58.89 is the maximum allowable credit to the water charges and \$330.12 on the sewer charges for a total adjustment of \$389.01.

Tracking of Past Due Accounts

As requested at the February 4, 2009 Meeting, staff tracked past due accounts to determine if in light of the current economy the number of past due accounts was increasing. There appears to be an increase, more noticeably on the westside. Staff will continue to track the number of notices, tags and turn-offs and keep the Board advised.

BUSINESS ITEMS

**EFFLUENT STUDY
FINDINGS
PRESENTATION**

Mr. John Wilson, who leads the wastewater design group at Gray & Osborne, made a power point presentation on the District's wastewater treatment facility High Effluent TSS Evaluation Report dated February 2009. He discussed suspended solids, bacteria (floc), surfactants that are used in cleaners and soaps which cause foaming in wastewater, and how the treatment plant works. The Report identifies an area where high effluent total suspended solids (TSS) were found. Finding the source is difficult because the discharge is not constant. The Report recommends that the District work to track the discharge to the source and take the necessary actions to prevent further discharge of substance.

Discussion was held regarding the Report, its conclusions and recommendations.

Mr. Bridges stated that he believes the plant should be improved to handle the effluent as the last upgrade was 20-years ago. The improvement recently made in Ditch "A" provides better settling of solids.

Commissioner Caine asked when the Contract was approved. His understanding was that the study was to locate sources of influent to the treatment plant causing high TTS levels, not to focus on reducing high TSS in the effluent leaving the treatment plant. If effluent were to be studied it should have come back to the Board for approval. Mr. Hammer stated he will provide the Scope of Work at the next regular meeting.

**112TH STREET
WATER SUPPLY**

Mr. Eric Delfel, from Gray & Osborne, made a presentation on the pre-design report he is preparing for the 112th Street Water Supply Project to obtain water from Alderwood Water & Wastewater District. A map showing possible water supply line locations was distributed and discussion held regarding routes and installation. The supply to the pump station needs to be an 18 to 20-inch line. The maximum water allowed to the District would be five MGD.

**PRIVATE SEWAGE
PUMPS**

Mr. Rick Matthews provided information to the Board regarding the use of sewer grinder pumps and if the District should allow developers/homeowners to install them. The west side sewer has several areas serviced by grinder pumps. The District has identified existing and suspected grinder pump installations.

Discussion was held regarding the negative aspects of grinder pump installations.

The Board approved staffs recommended policy to allow installation and private ownership of low pressure grinder pumps only where standard conforming gravity service cannot be achieved, regardless of cost to the customer and denial of service is the only option. Staff does not recommend allowing developer or privately owned and operated lift stations.

Staff will modify the District policies to reflect the Commissioner's directions.

***OUTSOURCE
BILLING***

The contract for outsourcing billing, printing and mailing of monthly invoices with Automatic Funds Transfer Services (AFTS) was drafted by Mr. Milne and provided to the Board for review. Commissioner Johnson made a motion to authorize the General Manager to sign the contract once AFTS has signed. Commissioner Andrews seconded the motion. The motion passed unanimously.

***2008
COMPENSATION &
BENEFITS STUDY***

Mr. Sorensen advised the Board that the 2008 Compensation & Benefits Study and General Manager Compensation Review performed by Mr. Gene Matt have been completed.

The Board acknowledged that the reports have been received.

***PAIN FIELD
INTERLOCAL
AGREEMENT***

In July 2008 the Board approved an Interlocal Agreement with Snohomish County Airport that would have the District's consulting engineer develop construction plans and specifications to install water and sewer system improvements for the Airport. Upon Airport approval of the plans the District would go to bid for the designed improvements. The County Council approved the Agreement on February 23, 2009. The Agreement provides for the District to be reimbursed for all expenses and provides a management fee of 7%. Mr. Ken Enns prepared a Scope of Work and a Fee Proposal for the project; the engineers cost is estimated at \$125,598.

Commissioner Johnson made a motion to authorize Gray & Osborne to perform the work as outlined in the Scope of Work at a cost not to exceed \$125,598. Commissioner Andrews seconded the motion. The motion passed with five (5) yes votes. Commissioner Caine abstained because he is a county employee.

2009 BUDGET

Mr. Hammer suggested having a special meeting on March 11, 2009 to review the Budget. Salary recommendations and job descriptions will be provided at the March 18, 2009 Meeting. The Board agreed with Mr. Hammer's suggestion.

***BIG GULCH
SEGMENT #3***

Mr. Hammer reported that Segment #3 Big Gulch Project is being advertised February 27th and March 6th. A pre-bid meeting is scheduled for March 12 at 1 PM at the District office. The Bid Opening will be on March 26, 2009 at 2:00 PM. The Geo-Tech and Base Line Reports will be sent out within a few days as an addendum.

There are a few easements that still need to be obtained which are being worked on. Snohomish County has developed an interlocal agreement to sell the District wetland credits in the wetland bank to mitigate the 9,300 square feet of wetlands in Big Gulch for \$150,000. Mr. Milne will review the interlocal agreement and then it will be presented to the Board.

***AERATION DITCH
"B"***

District staff and the engineer requested that two butterfly valves and actuators be added to the sole source purchase list for the Ditch "B" Project. The District has standardized the rotork actuators at the wastewater treatment plant and at the high head lift stations. There would be a long lead time to acquire different valves and that would delay the project into the high flow season. It is important to get the treatment plant back on line to meet effluent standards.

The Board agreed to staffs request by consensus. Mr. Milne will prepare a resolution for approval at the next regular meeting.

***APPLICATION FOR
STIMULUS FUNDS***

In response to Commissioner Rainville's letter to Governor Gregoire Mr. Hammer received a telephone call inquiring if the District would be applying for stimulus funds. Gray & Osborne would prepare the application for the District.

By consensus the Board authorized the stimulus application to be prepared and for the General Manager to sign the application when it is ready.

MANAGEMENT REPORTS

Mr. Bridges reported on Ditch "A" Aeration Project progress and the power savings the District will realize from Snohomish County PUD due to the new blowers efficiency.

Mr. Hammer thanked Mr. Sorensen for his efforts in making the merger happen and wished him success at his new job. The Board also thanked Mr. Sorensen for the years he served at Olympus Terrace Sewer District and at Mukilteo Water and Wastewater District.

COMMISSIONERS REPORTS

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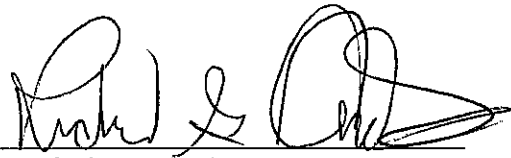
Commissioner Caine and Thomasson reported on the Management Conference in New Orleans that they attended and recommended that other Commissioners and management attend as valuable information was obtained.

ADJOURN


There being no further business the President of the Board adjourned the meeting at 9:25 PM.



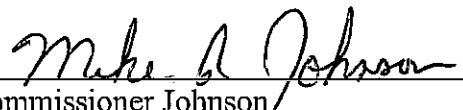
President/Commissioner Rainville



Commissioner Andrews



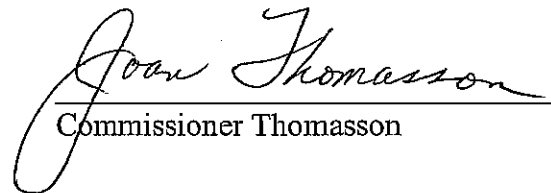
Vice-President/Commissioner Caine



Commissioner Johnson



Secretary/Commissioner McGrath



Commissioner Thomasson

MUKILTEO WATER AND WASTEWATER DISTRICT
BOARD OF COMMISSIONERS MEETING

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SIGN-IN SHEET

NAME	ADDRESS	PHONE NO.
Bob Koo	561 12th Ave N. Edmonds 98020	(425) 778-1267 (206) 818-6911
Eric Delfel	640	(206) 284-0860
TOM ZERKER	640	" "
John Wilson	640	" "