

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

Minutes of March 18, 2009

The March 18, 2009 Meeting of the Board of Commissioners was called to order at 7:08 PM in the District office.

PRESENT

Commissioners -- Dick Andrews, Ed Caine, Mike Johnson,
Thomas McGrath, Thomas Rainville and Joan Thomasson
Engineer – Ken Enns
Staff -- Dan Hammer, Sue Parks, Gil Bridges, Rick Matthews and
Mary Merriam
Audience – Mr. Bob Koo

***APPROVAL OF
AGENDA***

A revised agenda was presented to the Board. Item #8, Surplus OTSD Office Building, was moved to Item #10 to be discussed in an executive session.

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

AUDIENCE

Mr. Bob Koo was present and also attended the March 4, 2009 Meeting to discuss a leak at his son's (Mr. Jay Koo) rental property at 11513 Marino Avenue, Everett. The property receives water service from Alderwood Water and Wastewater District and sewer service from Mukilteo Water and Wastewater District. In December 2008 a water leak was repaired and a credit received from Alderwood. Mr. Koo requested an adjustment on his sewer bill. The District does not have a policy in place to provide credit adjustments for sewer accounts. Staff utilized the standard formula used in calculating water adjustments with information from Alderwood and found that consumption from the same billing period for the last two years was higher than the current consumption. Mr. Koo is a new owner of the duplex and there is no way for the District to know occupancy levels at any one time in the past to make an accurate comparison.

Discussion was held.

Commissioner Thomasson made a motion authorizing the General Manager to make an adjustment based on 2005 and 2006 consumption as opposed to the two previous years as stated in the current policy. Commissioner Andrews seconded the motion. The motion passed with five Commissioners voting for the motion. Commissioner Caine voted against the motion.

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MINUTES

Commissioner Caine stated that he would like the March 4, 2009 Minutes corrected under Commissioner Comments to include that he recommended that management also attend the conference as valuable information was provided. Staff will revise the minutes and bring them back for approval and signing.

Commissioner Thomasson made a motion to accept the Minutes from the March 11, 2009 Board Meeting. Commissioner Caine seconded the motion. The motion passed unanimously.

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 1137 through 1176 in the amount of \$362,190.19.

Water Capital Improvement Fund (741-5458666)

Beginning with 1135 through 1136 in the amount of \$9,584.08.

Wastewater Maintenance Fund (741-58408666)

Beginning with 1155 through 1171 in the amount of \$12,244.17.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 156 through 157 in the amount of \$249.11.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 158 through 163 in the amount of \$2,978.06.

Wastewater Capital Improvement Fund (741-58468666)

Beginning with 1148 through 1154 in the amount of \$152,204.04.

East Wastewater Capital Improvement Fund (741-59528666)

Beginning with 164 through 165 in the amount of \$13,972.33.

Wastewater PWTF Fund (741-58558666)

Beginning with 1142 through 1147 in the amount of \$72,533.14.

Adjustments to Customer Accounts

The February 2009 Adjustments to Customer Accounts form was reviewed showing 21 accounts being adjusted.

Discharge Monitoring Report

The February 2009 Discharge Monitoring Report was reviewed by the Board.

Connection Report

The February 2009 Water Service Connection Report was reviewed showing 13 new services for the month of February bring the total to 18 for the year.

Investment Funds Report

The January 31, 2009 and February 28, 2009 Investment Funds Report was presented and reviewed by the Board.

2008 Financial Statement Engagement Letter

An engagement letter from Benson McLaughlin was submitted for review of services for the 2009 Financial Statements, Management Discussion and Analysis Report for the District. The estimated total fee is \$18,500. Staff requested authorization for the General Manager to sign the letter for the 2008 Financial Statements.

Annual Leak Survey

Staff requested authorization to have the General Manager sign an agreement with Utility Services Associates (USA) to perform a leak survey on the District's water distribution system. Three days are scheduled (May 19th through 21st) to survey approximately 15-miles of water main at a cost of \$3,000. This project was identified in the 2009 budget.

Approve Workshop/Seminar Attendance

Staff requested authorization to attend seminars/workshops as follows:

- Two employees (Darin Janda and Sam Aoyama) to attend the Activated Sludge Workshop in Everett on May 5, 2009 at a cost of \$225 per person.
- One employee (Rick Matthews) to attend a Basics of Public Works Contracts Administration Seminar in Kirkland on April 6, 2009 and also to attend a WETRC Workshop titled Pipe Locating, Leak Detection, Repair, and Rehabilitation on April 30, 2009 in Mt Vernon at a cost of \$159.

Staff is making sure all employees meet their CEU requirements.

PAYROLL

The Board approved the March 2009 Payroll with the modifications indicated in Resolution 092-09.

***WWTP HIGH
EFFLUENT TSS
EVALUATION STUDY***

Mr. Hammer reviewed his memo regarding the Wastewater Treatment Plant High Effluent TSS Evaluation Study.

At the March 4, 2009 Commissioner Caine requested staff research if the Study complied with the Scope of Work. His impression was that the focus of the study would be on locating the source of high TSS in the collection system leading to the treatment plant.

Mr. Hammer stated that after reviewing the Scope of Work, the final report and information received on March 13, 2009 it appeared that all tasks were covered. At the Board Meeting on November 25, 2008 discussion was held regarding locating the source of high TSS levels in the influent to the treatment plant and recommended treatment plant improvement to remove TSS from the effluent.

The treatment plant has experienced violations of the influent TSS levels since 2006, until fall 2008 they had not migrated through the treatment plant to effect the effluent results. The treatment plant exceeded effluent TSS discharge standard in December 2008 and February 2009. With the aeration Ditch "A" back on-line staff is hopeful the effluent TSS levels will return to historic levels.

***DISCONTINUING
MATCH OF
EMPLOYEE 457 FUND
AND EDUCATIONAL
INCENTIVE PAY***

At the March 11, 2009 Board of Commissioners Meeting, the Board made the decision to discontinue the match of employees 457 funding and the educational incentive pay effective January 1, 2010, as recommended in the 2008 Salary and Benefit Study. Staff was authorized to prepare resolutions to implement the changes.

***RESOLUTIONS
090-09 & 091-09***

Commissioner Caine made a motion to approve Resolutions 090-09, discontinuing the District's matching funds for employees retirement contributions under internal revenue code, Section 457 and Resolution 091-09 discontinuing the District's educational incentive pay for employees. Commissioner Johnson seconded the motion. The motion passed unanimously.

BUSINESS ITEMS

***SOLE SOURCE
PURCHASE***

At the March 4, 2009 Board Meeting the Commissioners agreed to staffs request for a sole source purchase of two butterfly valves and actuators in the Ditch "B" Project. Mr. Milne prepared a resolution for Board review. Commissioner Caine asked if a cost was available. Discussion was held. Staff will provide the cost and resolution on the next agenda for Board review and approval.

JOB DESCRIPTIONS

As part of the Salary and Benefit Study performed by Matt & Associates, Mr. Matt was to prepare revised job descriptions for District employees. Draft descriptions were provided to the Board for review. Mr. Hammer stated Mr. John Rhodda is out of his office on medical leave and has not reviewed the job descriptions or discussed other issues that need to be determined prior to accepting job descriptions.

Discussion was held regarding the draft job descriptions. The Board believe the descriptions were too detailed, they need to be changed to be more generalized, duties of the jobs need to be clarified, job requirements need to be reviewed to see if all positions need certain requirements (like CDL, Class B License, WDM III or IV, etc.), progression on organization chart not shown in job descriptions, some descriptions were identical but held different positions on the organizational chart.

Discussion was held on the Draft Organization Chart.

The Board requested the job descriptions and organization chart be revised and brought back for review.

***2009 WAGE
RECOMMENDATIONS***

Draft Resolution 092-09, Adjusting Salaries and the 2009 Salary Matrix with a 3.4% COLA were reviewed. Commissioner Thomasson stated the resolution included job titles not yet approved. Discussion was held regarding wage increases becoming effective prior to job descriptions approved, the percentage of some raises and the 3.4 COLA.

Commissioner Thomasson made a motion to modify and adopt Resolution 092-09 approving salaries for District employees effective January 1, 2009. Commissioner Andrews seconded the motion. The motion passed unanimously. Staff will make the changes the Board requested and bring the resolution back for signing.

***SNOHOMISH
COUNTY
INTERLOCAL
AGREEMENT***

The District entered into an Interlocal Agreement with Snohomish County in order to provide water and sewer service to the Korry Electronic Project on Paine Field. The agreement requires the County to provide all environmental review for the proposed construction and to obtain all permits required to do the work. It has been determined that a sewer main to serve Fairmount Elementary School will need to be installed in a wetland buffer. Airport staff requested that Gray & Osborne include the services of The Watershed Company to prepare the critical areas report and mitigation plan for construction in the wetland buffer at an estimated cost of \$12,100. Gray & Osborne requested authorization to increase their fee for this work.

Commissioner McGrath made a motion to authorize Gray & Osborne to increase the fee for the work proposed within the Snohomish County Interlocal Agreement by \$12,100 for a total amount not to exceed \$137,698. Commissioner Thomasson seconded the motion. The motion passed with five yes votes. Commissioner Caine abstained since he works for Snohomish County.

***BIG GULCH
EASEMENT***

Mr. Hammer stated the District is obtaining a permanent easement for a small 530 square foot triangle piece of property in Big Gulch that the property owner and the District have been negotiating at a cost of \$1250.00. He requested authorization to have the President of the Board sign the document.

Commissioner Caine made a motion authorizing the President of the Board of Commissioners to sign the easement document. Commissioner Johnson seconded the motion. The motion passed unanimously.

***EMPLOYEE
APPRECIATION
DINNER***

Mary Merriam stated the Employee Appreciation Dinner will be held at the Holiday Inn in Everett on Saturday, March 21, 2009. A social hour will start at 6 PM and dinner at 7 PM. Mary indicated she would be unable to attend because of family commitments. Commissioner Caine will present awards because Commissioner Rainville will be out of town.

***EXECUTIVE SESSION
SURPLUS PROPERTY***

Pursuant to RCW 42.30.110(1)c) the Board of Commissioners went into Executive Session at 9:45 PM for an estimated ten minutes, to discuss property that may be offered for sale. The regular meeting reconvened at 9:55 PM.

The Board authorized staff to develop a resolution to surplus the

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old Olympus Terrace Sewer District office building property and to negotiate an agreement with the City of Mukilteo for the purchase of the property

ADJOURN

There being no further business the President of the Board adjourned the meeting at 9:56 PM.



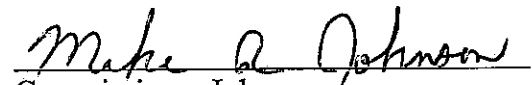
President/Commissioner Rainville



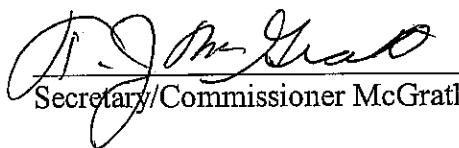
Commissioner Andrews



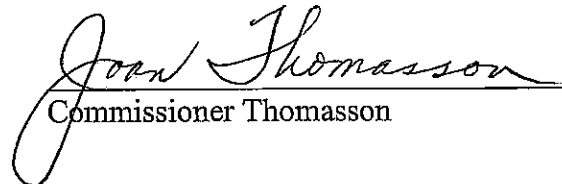
Vice-President/Commissioner Caine



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 WA 98020	425 728/267