

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

Minutes of April 15, 2009

The April 15, 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
Engineer – Ken Enns
Staff -- Dan Hammer, Sue Parks, Gil Bridges, and Joann King

***APPROVAL OF
AGENDA***

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

MINUTES

Commissioner Andrews made a motion to approve the Minutes from the April 1, 2009 Board Meeting. Commissioner Thomasson seconded the motion. The motion passed unanimously.

Commissioner Johnson stated that he would like the Minutes of the April 6, 2009 Special Board Meeting to be corrected. He stated he had asked, during the Consider Award of Bid For Big Gulch Segment #3 Public Works Contract portion of the meeting, if all the geotechnical soils report and the geological baseline report had been included in the plans and specifications which were given to the contractors who bid the project. He also mentioned that the engineer's stated the reports had been included in the plan specifications.

Commissioner McGrath mentioned he would need to abstain from the vote because he was not at the April 6, 2009 meeting.

Staff will revise the minutes and bring them back for approval and signing.

CONSENT AGENDA

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

Vouchers

Water Maintenance Fund (741-5408666)

Beginning with 1198 through 1238 in the amount of \$174,799.75.

Water Capital Improvement Fund (741-5458666)

Beginning with 1197 in the amount of \$484.00.

Wastewater Maintenance Fund (741-58408666)

Beginning with 1208 through 1221 in the amount of \$20,087.40.
Wastewater Maintenance Fund (741-58408666)
Beginning with 1196 through 1201 in the amount of \$4,291.86.
East Wastewater Maintenance Fund (741-59418666)
Beginning with 168 through 173 in the amount of \$2,044.72.
Wastewater Capital Improvement Fund (741-58468666)
Beginning with 1202 through 1203 in the amount of \$876.00.
Wastewater PWTF Fund (741-58558666)
Beginning with 1204 through 1207 in the amount of \$5,941.21.

Adjustments to Customer Accounts

The March 2009 Adjustments to Customer Accounts form was reviewed showing 16 accounts being adjusted.

Discharge Monitoring Report

The March 2009 Discharge Monitoring Report and a letter to the Department of Ecology regarding noncompliance of influent levels to the treatment plant was reviewed by the Board.

Connection Report

The March 2009 Water Service Connection Report was reviewed showing 4 new services for the month of February bringing the total to 22 for the year.

Investment Funds Report

The March 31, 2009 Investment Funds Report was presented and reviewed by the Board.

Manual Checks Report

The Manual checks report for the period of January 1, 2009 through March 31, 2009 was reviewed by the Board.

Approve Workshop/Seminar Attendance

Staff requested authorization for two employees to attend the Cartegraph Maintenance Management System Software User Group Meeting in Albany Oregon on Tuesday May 12, 2009, at an approximate travel cost of \$390.00

MWWD 1st Commissioners Meeting in May

The Board reviewed the memo regarding the schedule for the first meeting in May and agreed to hold the meeting on Wednesday, May 6, 2009.

BUSINESS ITEMS

***STATUS REPORT BIG
GULCH SEGMENT #3***

Mr. Hammer stated the District sent a letter denying IMCO's bid protest; the contract had been signed on April 10, 2009; and a notice to proceed with the purchase of pipe for the project had been sent on April 13, 2009.

He also explained a pre-construction meeting was scheduled for the following day, and there are indications that the contractor wants to begin work on April 27, 2009. He also mentioned the District had applied for a \$2 million from the existing Public Works Trust Fund Loan.

Mr. Hammer then stated he felt the District had made the right move by hiring John Parnass to assist the District in developing the specifications for the project. He mentioned was Mr. Parnass' help in reviewing the bid protest, with Mr. Milnes' assistance, which moved things along very rapidly and smoothly through the process.

***BIG GULCH
SEGMENT #3
CONSTRUCTION
MANAGEMENT***

Mr. Hammer gave an overview of the project and the project revisions that have taken place to date.

Due to prior project issues, and with the advice of District legal counsel, Mr. Hammer requested authorization from the Board to amend the agreement with Hammond Collier Wade Livingstone (HCWL) to better define construction management tasks and expectations, as well as to add Staheli Trenchless Consultants as a sub-contractor on the project to monitor the HDD construction activity.

Discussion took place regarding the reasons for keeping the same engineering firm on the project despite some construction management issues. Comments regarding the complexity of this large of a project and the good work that HCWL has performed were also made.

Commissioner Johnson stated he believes that Staheli Trenchless

Consultants should work directly for the District to ensure the reporting takes place in a complete, accurate, and timely manner.

Commissioner McGrath added he saw no reporting schedule outlined in the Project Schedule presented and believes a formal reporting schedule should be a part of the redefining process.

The Board authorized Mr. Hammer to re-negotiate the agreement with HCWL to better define the construction management services so long as it doesn't delay the project, and to bring the new document to the Board for approval before finalizing it.

***POLICY REVIEW
UPDATE***

Mr. Hammer reviewed the policy review list with the Board mentioning which items had been completed, which had been discussed, and which were still pending discussion. He suggested bringing in District legal counsel John Milne in when the Board reviews item #10, the Board Protocol Manual. He mentioned that item #11, the Emergency Preparedness Plan, would likely be pushed back due to other items.

Mr. Hammer then stated the item up for discussion at this meeting was item #8, Justification on Big Gulch.

Mr. Hammer directed the Boards' attention to the brief Big Gulch historical overview provided by consultant Bob Rude of RSR Solutions. He also stated that staff member Roger Darling and District legal counsel John Milne had made revisions to the document which are shown in the version presented to the Board at this meeting. Discussion followed.

Commissioner Johnson offered several revisions to the document which were discussed and agreed to by the Board. Mrs. Parks commented this document is a brief version of the report Mr. Rude was asked to prepare and he is working on a more detailed version.

Commissioner Johnson asked if the Board wants to pay Mr. Rude to finish the detailed report. Commissioner Andrews asked if Mr. Rude had money left on his existing professional services contract. Mrs. Parks stated she would confirm and report back to the Board at the next meeting.

Commissioner Andrews stated he would like to have additional time to review the document and suggest revisions. Mr. Hammer stated the item would be on the Agenda at the next regularly scheduled Board Meeting.

***2009 TELEMETRY
SYSTEM UPGRADES***

Mr. Hammer told the Board that Mr. Milne had suggested a Resolution be developed to authorize the telemetry upgrade work; therefore he proposed to bring a Resolution before the Board at the next meeting. Mr. Hammer outlined the proposed upgrades as stated in the staff report included in the meeting packet.

Discussion took place regarding upgrading the two different systems currently operating within the District and installing one comprehensive system throughout the District. Commissioner Caine asked if it wasn't more expensive to maintain two different systems rather than one. Mr. Hammer stated the District would always need two servers. Commissioner Johnson stated if the District had the same telemetry system throughout; the Treatment Plant could be a backup in the case of a system failure at the Administrative site.

Discussion also consisted of concerns about a proprietary telemetry system being proposed. Commissioner Johnson asked if Staff had looked into the costs and availability of support and maintenance of the proposed system.

Mr. Hammer commented the former Mukilteo Water District Scada system servers and some software has reached the end of its' useful life and needs to be replaced before it fails. The Scada server hardware has a life of 3 to 5 years and it was last upgraded in April, 2005. Staff has proposed to maintain both existing Scada systems at this time. The Commissioners have requested that before a complete new Scada system is acquired that the District has a study performed by a consultant with no vested interest in either of the existing Scada systems. After the study is complete, the District will look into total system replacement and integration.

To develop a completely new Scada system will be time consuming and very costly. Commissioner Johnson indicated that Alderwood Water and Wastewater District had spent several years going through the study and Scada replacement process.

Commissioner Rainville stated the District needs to work with Mr. Milne to draft a Resolution. Commissioner McGrath asked if it could include an expected lifecycle of the hardware and software.

**ADDITIONAL
REPORTS
MANAGEMENT**

- Reservoir #2 has been inspected and cleaned. It was determined it is in good structural condition yet will need

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to be repainted inside soon. The interior was last painted in 1985. He stated repainting will be a project recommended in the comprehensive plan to be done within a year.

- Engrossed House Bill 1847 has passed the Senate and is going to the House. This bill increases the minimum contract amount required to consider a project to be a small works contract from \$10,000 to \$25,000. This allows more projects to be completed without formal bidding and will help with small project costs.

COMMISSIONERS


- Commissioner Rainville commented he believes the Engrossed House Bill 1847 made it through with the help of lobbying from Sno-King representative Steve Lindstrom and the lobbying done by the Washington Association of Water and Sewer Districts. He stated he believes the cost of association memberships is very well spent.
- Commissioner Thomasson requested an excused absence at the May 6, 2009 meeting because she will be out of town.

ADJOURN

There being no further business the President of the Board adjourned the meeting at 7:55PM.



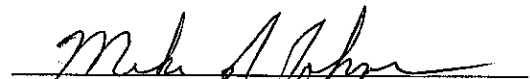
President/Commissioner Rainville




Commissioner Andrews



Vice-President/Commissioner Caine



Commissioner Johnson



Secretary/Commissioner McGrath

Commissioner Thomasson