

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

Minutes of April 19, 2010

The April 19, 2010 Special Meeting of the Board of Commissioners was called to order at 9:30 AM in the District office as advertised.

PRESENT

Commissioners -- Mike Johnson, Thomas McGrath,
and Thomas Rainville
Engineer -- Mike Jauhola
Staff -- Dan Hammer, and Joann King

Commissioner Johnson made a motion to excuse Commissioner Caine, and Commissioner Thomasson's absence from this meeting. Commissioner McGrath seconded the motion, which was approved unanimously.

***APPROVAL OF
AGENDA***

Commissioner Rainville stated the Agenda had been amended to remove the Minutes from the April 7, 2010 meeting because there was not a quorum of Commissioners that were present at that meeting to sign them. A WASWD Spring Conference Discussion, an Everett Wastewater Treatment Plant Upgrade Report and an Everett Water Utility Committee Report were also added to the Agenda. Commissioner Johnson made a motion to approve the Agenda as amended. Commissioner McGrath 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 McGrath seconded the motion. The motion passed unanimously.

Vouchers

- Water Maintenance Fund (741-5408666)
Beginning with 0001955 through 0001988 in the amount of \$341,296.46.
- Water Maintenance Fund (741-5408666)
Beginning with 0001954 in the amount of \$17,157.87.
- Water Capital Improvement Fund (741-5458666)
Beginning with 0001953 in the amount of \$5,440.58.
- Wastewater Maintenance Fund (741-58408666)
Beginning with 0001813 in the amount of \$11,628.38.
- Wastewater Maintenance Fund (741-58408666)
Beginning with 0001804 through 0001812 in the amount of \$9,502.31.
- Wastewater P WTF Fund (741-58558666)
Beginning with 0001801 in the amount of \$4,148.00.
- Wastewater Capital Improvement Fund (741-58468666)
Beginning with 0001800 in the amount of \$15,002.48.
- East Wastewater Maintenance Fund (741-59418666)
Beginning with 0000259 in the amount of \$142.04.
- East Wastewater Maintenance Fund (741-59418666)
Beginning with 0000254 through 0000258 in the amount of \$1,958.18.
- East Wastewater Capital Improvement Fund (741-59528666)
Beginning with 0000253 in the amount of \$1,885.68.

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.

Approve March 2010 Discharge Monitoring Report & Noncompliance Notification

The Board reviewed and approved the March 2010 Discharge Monitoring Report & Noncompliance Notification information provided.

Adjustments to Customer Accounts

The Board reviewed the March 2010 Customer Account Adjustment Form which indicated 18 accounts were adjusted. The President of the Board signed the form.

Service Connection Summary

The Board reviewed the March 2010 Water Service Connection Report which indicated 2 new services or additional units were installed. The Sewer Connection Report indicated 2 new services or additional units were also installed.

Customer Notices Tracking Report

The March 2010 Customer Notices Tracking Report was reviewed and approved.

Investment Report

The March 2010 Investment Report was reviewed and approved.

Authorize Hiring a Temporary Summer Helper

The Board authorized Staff to hire a temporary summer helper at the rate of \$12.75 per hour. The position typically is filled for the months of May through August.

Execute Resolution 148-10, Authorizing Purchase of Certain Equipment for WWTF Aeration Ditch "A"

Resolution 148-10, authorizing the sole source purchase of submersible mixers for use at the Wastewater Treatment Plant Aeration Ditch A", which had been brought back with the changes made by the Board at the prior meeting. The Resolution was signed.

BUSINESS ITEMS

***WASWD Spring
Conference Discussion***

Commissioner Johnson stated the Association has advertised to fill the open WASWD Executive Director position. He asked Commissioner's McGrath and Rainville about what they knew of the procedure being used for that process. Commissioner Johnson suggested the Association appoint a review and interview sub-committee to oversee and execute the hiring process. His suggestion was that the committee be comprised of 1 representative from each section, preferably not a past director, as well as the current Association President, and a Human Resources (HR) person. Discussion followed.

Commissioner Rainville stated he understood the Association Board had commented they were not going to use an HR person unless they couldn't find someone on their own. It was stated an HR person overseeing the process may be helpful to cover all bases, such as making sure background checks, legal hiring steps, and requirements are all performed correctly. It was stated the HR person would only act in an advisory capacity, and have no input on which candidate to hire. The suggested sub-committee would then bring the top candidates for the position back before the Board of Directors for consideration. Commissioner McGrath will present the suggested interview team approach at the conference.

***Everett Wastewater
Treatment Plant
Upgrade Report –
Commissioner Johnson***

Commissioner Johnson attended a meeting regarding the Everett Wastewater Treatment Plant Upgrade in Mr. Hammer's absence. Commissioner Johnson reported that the City of Snohomish is being required by the Department of Ecology to discontinue discharging wastewater into the Snohomish River. They are being required to connect to the City of Everett's wastewater treatment system or to upgrade their treatment plant to meet DOE standards. It doesn't appear that the City of Snohomish has made a final decision on whether to connect to the City of Everett WWTP at this time. They are going before the Snohomish County Council to request postponing the move for 2 years.

Discussion of estimated costs for different phases of the Everett Treatment Plant upgrade took place. Commissioner Johnson expressed concerns that Mukilteo, and the other Districts currently paying for capacity are being required to pay for upgrade costs and higher capacity charges, while it appears the upgrades have much to do with Snohomish being required to connect soon. His opinion is that Snohomish should be paying for the upgrade as well. He stated that Everett doesn't yet have a 10 year spread sheet of costs or a payment plan for connected Districts ready for analysis.

Commissioner Rainville stated the costs are likely based on growth and a connection cost is perhaps already projected. Mike Jauhola of Gray and Osborne stated that currently Snohomish has until 2013 to get connected to Everett's system. He commented his firm is looking into the system upgrade project. Discussion followed regarding what the District's are paying for reserved capacity, wheeling charges, and what Snohomish will be paying.

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***Everett Water Utility
Committee Report –
Commissioner Johnson***

Commissioner Johnson reported the Everett Water Utility will be performing tracer studies at the water filtration plant in an attempt to compile data needed in order to raise the capacity of the plant to 141 million gallons per day (MGD). He stated that Tulalip Tribes want approximately 30 MGD, and Kimberly Clark uses about 28 to 30 MGD, with a measured peak of approximately 50 MGD. He stated the plant has peak flows documented at approximately 115 MGD, and would need to get the capacity up in order to meet growth requirements. Commissioner Johnson also commented they were reporting issues with micro organisms in the lake plugging the filters as a result of warm winters. He reported there was a proposal for a water bottling plant in the City of Everett, which would not be allowed because they could not guarantee the number of jobs they had stated in their proposal. He then reported it was stated at the meeting there were problems with Pipeline #5 located at Skiple Road beginning to buckle and they are installing supports to address the issue. He also mentioned that due to the moisture content of the snow pack, the City is not concerned about a water shortage in Western Washington, but that Spokane and Walla Walla may have issues this summer. It was also reported the indoor conservation kits were in and the outdoor kits are scheduled to arrive soon. They are thinking about a rebate program for water conserving toilets again. Regarding transmission lines, it was reported lines #2 and #3 will be back in service in May and that corrosion has been found in pipeline #4, which serves Kimberly Clark.

Other Business

Commissioner Rainville commented on the Snohomish County Investment Pool information he had been given from the April 7, 2010 meeting. He stated that after reviewing it he feels it would be a good move on the District's part to segregate investment funds to put part of the available funds into the County Pool and part into the State Pool. He commented he suggests the District keep short term funds in the State Pool where the funds are more liquid to pay for ongoing expenses. He stated he thought the District should go ahead and take action at the next Board Meeting.

Engineering Report

Mike Jauhola of Gray & Osborne reported he will be keeping tabs on the Everett Water and Wastewater systems on behalf of the District.

Management Report

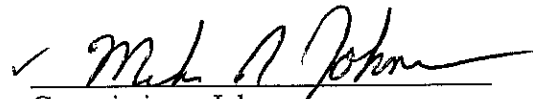
Mr. Hammer reported the Janet Carroll will be attending the May 5, 2010 Board of Commissioner Meeting to discuss items she is unhappy with related to the Big Gulch Access Easement she granted to the District. He also commented that the National Incident Management System training he, and several other staff members, attended had provided a lot of good information about responding to and communicating with other governmental entities in the event of a catastrophic emergency.

CONCLUDE

There being no further business the President of the Board concluded the meeting at 10:00 AM.



President/Commissioner Rainville



Commissioner Johnson

Vice-President/Commissioner Caine

Commissioner Thomasson



Secretary/Commissioner McGrath