

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

Minutes of July 15, 2009

The July 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, Thomas McGrath,
Thomas Rainville and Joan Thomasson
Engineer – Eric Delfel & Harry Sellers
Staff -- Dan Hammer, Sue Parks, Rick Matthews and Mary Merriam

Commissioner Thomasson made a motion to excuse Commissioner Johnson's absence. Commissioner Caine seconded the motion. The motion passed unanimously.

***APPROVAL OF
AGENDA***

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

***MINUTES
APPROVED***

Commissioner Thomasson made a motion to accept the Minutes from the July 1, 2009 Board Meetings. Commissioner Andrews 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 McGrath seconded the motion. The motion passed unanimously.

Vouchers

Water Maintenance Fund (741-5408666)
Beginning with 1445 through 1497 in the amount of \$215,447.24.

Water Capital Improvement Fund (741-5458666)
Beginning with 1442 through 1444 in the amount of \$25,366.10.

Wastewater PWTF Fund (741-58558666)
Beginning with 1353 through 1357 in the amount of \$637,103.54.

Wastewater Maintenance Fund (741-58408666)
Beginning with 1358 through 1372 in the amount of \$11,240.28.

Wastewater Capital Improvement Fund (741-58468666)
Beginning with 1346 through 1352 in the amount of \$50,079.67.

East Wastewater Maintenance Fund (741-59418666)
Beginning with 0195 through 0201 in the amount of \$34,703.49.

East Wastewater Capital Improvement Fund (741-59528666)
Beginning with 0194 through 0194 in the amount of \$734.57.

Regular Payroll

Regular Payroll for July 2009 in the amount of \$139,015.12 was approved.

Discharge Monitoring Report

The June 2009 Discharge Monitoring Report and the Department of Ecology warning letter was reviewed and accepted.

Adjustments to Customer Accounts

The Board reviewed the June 2009 Customer Account Adjustments which indicated 14 accounts were adjusted in that month. The President of the Board was authorized to sign the Customer Account Adjustment Form.

Service Connection Summary

The Board reviewed the June 2009 Water Service Connection Report which indicated seven new services were installed and no additional units, increasing the total new services for the year to 54. The Sewer Connection Report indicated no new services were installed. (The water services included three fire lines, three irrigation services and one car wash service which did not require sewer connections.)

Manual Check Report

The Manual Check Report for the period April 1, 2009 through June 30, 2009 was reviewed by the Board.

Approve Developer Extension Agreements

The owners submitted Developer Extension Agreements for Board approval and signing. The Pre-Applications and information provided were sent to the attorney for review to make sure they conform 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:	Big Woods, Ext. #477
DEVELOPER/OWNER:	Chris Chase/Mike Daffron
ADDRESS:	53XX 92 nd Street SW, Mukilteo
SIZE:	10-Lot Short Plat
DEPOSIT AMOUNT:	\$2,500

The Developer will be installing water and sewer improvements for the 10-lot single family development.

NAME:	Lighthouse Park, Ext. #478
DEVELOPER/OWNER:	City of Mukilteo
ADDRESS:	608 Front Street
SIZE:	City Park Improvements
DEPOSIT AMOUNT:	\$2,000

The Developer will be relocating water and sewer facilities to accommodate the new restrooms and provide fire protection where required.

NAME:	Community Center, Ext. #479
DEVELOPER/OWNER:	City of Mukilteo
ADDRESS:	304 Lincoln Avenue, Mukilteo
SIZE:	New center to replace Rosehill
DEPOSIT AMOUNT:	\$5,000

The Developer will be installing water and sewer improvements and fire protection for the new facility.

Staff requested the President of the Board to be authorized to sign the Developer Extension Agreements on behalf of the District and the engineer or General Manager to sign the plans once they meet District specifications and requirements

Employee Accomplishments

The Board reviewed the Washington Department of Health notification that Eric Overton, Roger Darling and Bruce Wickler passed their Water Distribution Manager #1 Examination. The President of the Board signed a letter to be sent to each employee acknowledging their accomplishment and thanking them for their efforts.

Authorization to Attend Conference

The Board approved Sue Parks and Bev Templin's request to attend the Annual WFOA Conference on September 23, 2009 through September 25, 2009 in Bellevue. Cost is \$300 per person and meals are provided.

BUSINESS ITEMS

***CAPITAL ASSETS
POLICY***

RESOLUTION 108-09

Ms. Parks reviewed and discussed the Capital Asset Policy for the Mukilteo Water and Wastewater District with the Board. Mr. John Milne has reviewed and commented on the policy. Staff will revise the Physical Inventory to include annual.

Commissioner Andrews made a motion sign Resolution 108-09 adopting the Capital Asset Policy as amended. Commissioner McGrath seconded the motion. The motion passed unanimously.

***LIFT STATION #5
CONDEMNATION
TIMELINE***

During the July 1, 2009 Mukilteo Water and Wastewater District Board of Commissioners Meeting staff was requested to develop a schedule to acquire access easements to Lift Station #5 and easements to build a new lift station using the District's powers of eminent domain. Mr. Grant Weed provided an explanation of the process and a timeline required to go through the condemnation process for the Fenton and Takisaki properties. Mr. Weed's office will provide notification to the property owners and publish notice in the Everett Daily Herald.

Commissioner Thomasson made a motion to authorize staff to provide notice of the proposed action to effected property owners as prescribed by law. At the August 5, 2009 Board of Commissioners Meeting will consider condemnation of the Fenton and Takisaki property for access easements to Lift Station #5 and acquisition of easement to rebuild Lift Station #5 on the Takisaki property. Commissioner Caine seconded the motion. The motion passed unanimously.

***WARN MUTUAL
AID AGREEMENT***

RESOLUTION #109-09

The District has been a participant in the Washington Association of Sewer and Water District's (WASWD) Mutual Aid Program since 1998. The program is being replaced with the Mutual Aid and Assistance Agreement for Washington State for Infrastructure Water/Wastewater Agency Response Network (WARN). Rick Matthews provided the Board with the information on WARN.

The WARN is superior to the WASWD agreement in several key areas:

- PUD, Cities, Counties and other water/sewer utilities are included in WARN.
- The District is not required to provide any finances for the program.
- The District is not bound to respond to requests for assistance.
- The District is not liable if it would choose to not respond.

Commissioner McGrath made a motion to approve Resolution 109-09 authorizing and approving the Mutual Aid and Assistance Agreement for Washington State for Intrastate Washington Water/Wastewater Agency Response Network (WARN). Commissioner Thomasson seconded the motion. The motion passed unanimously.

***AERATION DITCH
"B" BID OPENING
AND AWARD OF
CONTRACT
RESOLUTION 110-09***

The bid opening for Aeration Ditch "B" was scheduled to occur on July 8, 2009 but was re-scheduled to July 14, 2009 because of questions received from bidders on the quantity of grit to be removed from Ditch B. Uncertainty of the amount of grit located in Ditch B had the potential to increase the bid price.

On July 9, 2009 it was decided to take Ditch B out of service and pump it down so that contractors could get a better understanding of the quantity of grit that needs to be removed and disposed.

Mr. Hammer reported that Mr. Bridges and his staff worked very hard to pump out the ditch by Friday morning July 10th to allow District consulting engineers to review grit quantities and send out another addendum.

The bid opening was held on July 14, 2009 at 2 PM with eleven bids submitted as follows:

McClure & Sons Inc.	\$ 571,079.75
Prospect Construction	\$ 583,535.00
James W. Fowler Company	\$ 585,825.00
Harbour Pacific Contractors Inc.	\$ 590,205.00
TEK Construction	\$ 594,264.17
University Mechanical Contractors, Inc	\$ 602,599.00
Gary Harper Construction, Inc.	\$ 604,768.50
Moon Construction Company	\$ 642,183.00
Pease & Sons Inc	\$ 674,473.00
Stellar J. Corporation	\$ 770,166.06
SRV Construction, Inc.	\$ 906,940.32

McClure & Sons Inc. were the low bidders. The engineer's estimate was \$650,000. Mr. Harry Sellers, from Gray & Osborne, provided the District with a letter dated July 15, 2009 indicating McClure & Sons Inc. is the low bidder and meets the responsibility criteria. Mr. Sellers recommended the bid be awarded to McClure & Sons Inc.

Commissioner Caine made a motion to approve Resolution 110-09, awarding the contract for the Wastewater Treatment Plant Aeration System Modifications Project Ditch "B" to McClure & Sons, Inc., as the low bidder in the amount of \$571,079.75. Commissioner Andrews seconded the motion. The motion passed unanimously.

***BIG GULCH
UPDATE REPORT***

Mr. Hammer reported to the Board the difficulty the contractor is having on the Big Gulch Segment #3 horizontal directional drilling. At the job meeting today the contractor stated that the site conditions are different than portrayed in the base line geotechnical report. They will be submitting a letter of claim. He will also be providing a grouting plan to stabilize the hill side above Staging Area #1. Mr. Hammer had pictures of the site to share with the Board.

***AUTHORIZE
PURCHASE***

Staff requested authorization to proceed with the purchase of a self propelled concrete/pavement saw. The saw would be used to cut asphalt and concrete when repairs are performed to underground utilities as proposed in the 2009 Budget. The budgeted amount was \$3,703.63. Three quotes were received as follows:

Lawn Equipment Supply Inc.	\$ 4,283.00
Star Rental	\$ 5,790.00
Sunbelt Rentals	\$ 4,365.95

The low bidder, Lawn Equipment Supply, with 9.5 % tax included, would make the total \$4,689.89. The used shelving that was recently purchased was approximately \$3,000 under budget, which would cover the increase in the cost for the saw.

Commissioner Thomasson made a motion authorizing staff to proceed with the purchase of the concrete cutting saw for a cost of approximately \$4,690. Commissioner Caine seconded the motion. The motion passed unanimously.

MANAGEMENT REPORTS

Mr. Hammer reported that the Paine Field Commando Road Project has made their water connection and the sewer portion is finished. The contractor is getting ready to do the asphaltting.

Staff noticed water on the Mukilteo Speedway below Olympic View Middle School and found it to be a service line which they repaired.

The Olympus Terrace Sewer District building sale to the City of Mukilteo has been finalized.

COMMISSIONER REPORTS

Commissioner Rainville thanked staff for including the Sewer Connection Report with the water report.

An article was in the Mukilteo Beacon regarding the noise made by the contractor in Big Gulch.

ADJOURN

There being no further business the President of the Board adjourned the meeting at 8:00 PM.



President/Commissioner Rainville

Commissioner Andrews

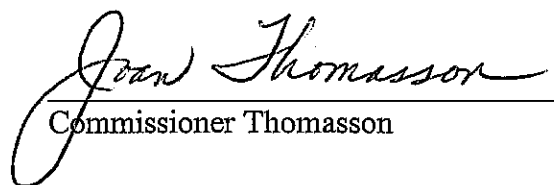


Vice-President/Commissioner Caine

Commissioner Johnson



Secretary/Commissioner McGrath



Commissioner Thomasson