

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

Minutes of August 4, 2010

The August 4, 2010 Regular Meeting of the Board of Commissioners was called to order at 7:00 PM in the District office.

PRESENT

Commissioners -- Ed Caine, Mike Johnson, Thomas McGrath,
Thomas Rainville and Joan Thomasson
Attorney – John Milne and Kathy Weber
Engineer – Eric Delfel
Staff -- Dan Hammer, Sue Parks and Mary Merriam

APPROVAL OF AGENDA

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

MINUTES APPROVED

Commissioner Johnson made a motion to approve the Minutes from the July 7, 2010 and July 21, 2010 Board Meetings. Commissioner Thomasson 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 Thomasson seconded the motion. The motion passed unanimously.

Vouchers

Water Maintenance Fund (741-5408666)

Beginning with 2250 through 2277 in the amount of \$257,756.57.

Water Capital Improvement Fund (741-5458666)

Beginning with 2247 through 2249 in the amount of \$9,968.27.

Wastewater PWTF Fund (741-58558666)

Beginning with 1942 through 1942 in the amount of \$1,200.00.

Wastewater Maintenance Fund (741-58408666)

Beginning with 1946 through 1955 in the amount of \$23,998.05.

Wastewater Maintenance Fund (741-58408666)

Beginning with 2240 through 2246 in the amount of \$23,397.18.

Wastewater Capital Improvement Fund (741-58468666)

Beginning with 1943 through 1945 in the amount of \$27,875.87.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 0296 through 0296 in the amount of \$37,562.07.

East Wastewater Capital Improvement Fund (741-59528666)

Beginning with 0295 through 0295 in the amount of \$274.18.

Payroll

Payroll for July 2010 in the amount of \$139,674.39 was approved.

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 Conference Attendance

The Board authorized conference attendance for the following:

Gil Bridges to attend the 2010 Northwest Biosolids Management Association Conference in Chelan, WA on September 19-21, 2010 at a cost of \$660, plus meal expense.

Gil Bridges and Darrin Janda to attend the 2010 Pacific Northwest Clean Water Association Conference. The conference will be held on October 24 thru 27, 2010, in Bend, Oregon. Estimated cost is \$1,440 plus meal expense.

BUSINESS ITEMS

***MWWD EMPLOYEE
HANDBOOK UPDATE***

RESOLUTION 158-10

At the June 23, 2010 Board of Commissioners Meeting, Kathy Weber, labor attorney with Inslee Best Doezie & Ryder, was present to discuss revisions made to update the District's Employee Handbook. The major changes were to bring the document into compliance with current laws that have occurred since the last update. Some sections had minor word changes for clarification but did not change existing policies. After discussion some changes were requested by the Board. Ms. Weber made the changes and the revised handbook was put into the agenda packets with the changes shown for review.

Further discussion was held regarding exempt employees rate of pay, administration leave, the Department of Transportation's policy for employees with CDL's, pre-employment drug testing and drug testing for safety sensitive job positions, etc. The Board requested Ms. Weber make a few additional changes to the Employee Handbook.

Ms. Weber advised staff that the Drug and Alcohol Policy is referenced as Appendix A to the handbook, therefore only one resolution is needed.

Commissioner Thomasson made a motion to adopt the August 2010 Mukilteo Water and Wastewater District Employee Handbook for use by staff once minor revisions have been made. Commissioner McGrath seconded the motion. The motion passed unanimously. The Board signed Resolution 158-10.

Once the Handbook is in final form it will be distributed to all employees, discussed at the next staff meeting and each employee will be required to sign a form stating they have received the Handbook and acknowledgment of training.

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**ANNEXATION LIFT
STATION IMPACT
REPORT**

In preparation of transferring accounts to the City of Everett for completion of the 2000 Annexation, the District commissioned Gray & Osborne to evaluate if the Holly Drive and S-7 Lift Stations should be retained by the District or transferred to the city.

Mr. Eric Delfel, from Gray & Osborne, was present to discuss his report on the impacts on eastside sewer lift stations the annexation would create. His report, dated August 2, 2010, discussed the existing facilities, lift station basins, lift station condition assessment, operation and maintenance costs, Everett wheeling charges and lift station upgrades. His recommendation was for the District to continue to receive wheeling fees from Everett, for the District to continue to own and operate the lift station facilities for the foreseeable future and that Everett continues to pay for its share of operation and maintenance costs.

Discussion was held. At this time no decision was made on the transfer of the lift stations.

**PAINE FIELD SEWER
RATES UPDATE**

To keep the Board informed on the status of the Paine Field sewer rate increase issue, Mr. Hammer provided a copy of RH2 Engineering's letter to Paine Field regarding the sewer rate increase. Mr. Ashley Emery, Mr. Milne and Mr. Hammer held a conference call on Monday, August 2 to discuss RH2's findings. A meeting is scheduled with airport staff on August 26th to discuss options.

At the March 17, 2010 Board of Commissioners Meeting the General Manager was authorized to work with Paine Field staff to either re-negotiate their contract or find a way to minimize the large rate increase to the airport.

**HARBOUR POINTE
WATER SUPPLY**

Mr. Delfel reported that the Harbour Pointe Boulevard Master Meter Project has been advertised and is out to bid. The Bid Opening is scheduled for August 17, 2010. Staff expects to be recommending the project be awarded at the August 18, 2010 Board Meeting.

**WASWD FALL
CONFERENCE**

Staff requested information on Commissioners planning to attend the Fall WASWD Conference in Spokane this September. Commissioner Rainville and McGrath stated they plan to attend and provided the information. Commissioner Johnson said he would let staff know at a later date.

Mr. Hammer requested authorization to have Kevin English attend the conference, which was approved by the Board.

MANAGEMENT REPORTS

Mr. Hammer reported City of Mukilteo staff contacted him to discuss providing some financial assistance with stabilizing the Big Gulch stream bank in Segment #1. The Board authorized Mr. Hammer to work with the City.

The Mukilteo Beacon, renters of the District's 806 5th Street property, contacted Mr. Hammer regarding doing some painting and repairs to the building for rent credit. The Board authorized Mr. Hammer to develop an agreement to authorize the renter to have painting done in exchange for rent, similar


Mr. Hammer stated he will be on vacation from August 5, 2010 until August 16, 2010.

CONCLUDED

There being no further business the President of the Board concluded the meeting at 8:35 PM.



President/Commissioner Rainville



Commissioner Johnson



Vice-President/Commissioner Caine



Commissioner Thomasson



Secretary/Commissioner McGrath