

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

Minutes of November 17, 2010

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The November 17, 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, and  
Thomas Rainville

Engineer -- Mike Jauhola

Staff -- Dan Hammer, Sue Parks, Gil Bridges, Kevin English and  
Mary Merriam

Commissioner Johnson made a motion to excuse Commissioner Thomasson's absence which was prearranged. Commissioner McGrath seconded the motion. The motion passed unanimously.

***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 McGrath made a motion to approve the Minutes from the November 3, 2010 Board Meeting. Commissioner Johnson seconded the motion. The motion passed unanimously.

**CONSENT AGENDA**

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

**Vouchers**

Water Maintenance Fund (741-5408666)

Voucher number 2576 in the amount of \$8,399.97.

Water Maintenance Fund (741-5408666)

Beginning with 2577 through 2609 in the amount of \$200,577.79.

Water Capital Improvement Fund (741-5458666)

Voucher number 2575 in the amount of \$2,553.54.

Wastewater PWTF Fund (741-58558666)

Voucher number 2506 in the amount of \$350.00.

Wastewater Maintenance Fund (741-58408666)

Voucher number 2495 in the amount of \$110.87.

Wastewater Maintenance Fund (741-58408666)

Beginning with 2496 through 2505 in the amount of \$5,518.34.

Wastewater Big Gulch Fund (741-58568666)

Voucher number 0327 in the amount of \$2,380.83.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 0328 through 0330 in the amount of \$745.32.

East Wastewater Capital Improvement Fund (741-59528666)

Voucher number 0331 in the amount of \$42,662.24.

**Approve Discharge Monitoring Report**

The Board reviewed and approved the October 2010 Discharge Monitoring Report.

**Adjustments to Customer Accounts**

The Board reviewed the October 2010 Customer Account Adjustment Form which indicated 20 accounts were adjusted. The President of the Board was authorized to sign the form.

**Customer Notices Tracking Report**

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

**BUSINESS ITEMS**

**2011 BUDGET**

Staff presented the 2011 Operations and Maintenance and the Capital Improvement Budget. The Board will review the document and bring the book back to the next meeting for review and discussion.

Commissioner Caine requested a list showing the Capital Projects prioritized by importance.

**DIGESTER AND  
EFFLUENT FILTER  
ENGINEER PROPOSAL**

Mr. Hammer reviewed his memo regarding engineering design services for improvements to the digester aeration and effluent filter. Gray & Osborne provided a Scope Work and Cost Estimate for the project. Discussion was held regarding construction management and if it is needed five days a week.

Commissioner Caine made a motion to authorize the General Manager to approve Gray & Osborne's Design Engineering Services Scope of Work for the digester aeration and effluent filter at a cost not to exceed \$120,174. Commissioner McGrath seconded the motion. The motion passed unanimously.

**G&O PROPOSAL FOR  
AMR STUDY**

The automatic meter reading (AMR) study was approved in the 2010 Budget in the amount of \$35,000. In an effort to move forward with the study, Mr. Hammer requested Gray & Osborne (G&O) provide the District with a Scope of Work to assess the costs and benefits of implementing the AMR system. The estimated cost for engineering services is \$5,200.

Commissioner McGrath stated he didn't want to pay for a study that did not include all options.

Discussion was held regarding the need for engineering assistance developing the study for the District.

Commissioner Johnson made a motion authorizing Gray & Osborne to work with staff to prepare an AMR Study as outlined in the Scope of Work at a cost not to exceed \$5,200. Commissioner Rainville seconded the motion. The motion passed with three yea votes. Commissioner McGrath voted nay.

**AUDITORS EXIT  
CONFERENCE**

On November 9, 2010 Commissioner's Rainville and McGrath and District staff met with the representatives of the Washington State Auditors' office for the Exit Conference for the January 2008 through December 2009 Audit. There were no findings or management letter items reported. Staff provided a copy of the Exit Conference Report to the Board. The Auditor's comments were discussed.

Commissioner Caine made a motion acknowledging receipt of the Exit Conference Report. Commissioner McGrath seconded the motion. The motion passed unanimously.

**VULNERABILITY  
ASSESSMENT UPDATE**

At the November 3, 2010 Commissioners Meeting the 2010 Vulnerability Assessment Update was presented to the Commissioner in an executive session. Mr. Hammer asked the Board if the report was acceptable or if they had additional questions or concerns. The Board directed staff to prepare a resolution accepting the Vulnerability Assessment and place it on a future agenda for their review and approval.

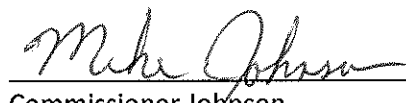
**OTHER BUSINESS**

Commissioner Rainville asked the other Commissioners to provide him with their comments for the General Manager's annual performance review and suggestions for 2011 goals at the next meeting. Mr. Hammer provided a memo listing the status of his 2010 goals.

**CONCLUDED**

There being no further business the President of the Board concluded the meeting at 8:02 PM.

  
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President/Commissioner Rainville

  
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Commissioner Johnson

  
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Vice-President/Commissioner Caine

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Commissioner Thomasson

  
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Secretary/Commissioner McGrath