

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

Minutes of January 2, 2019

The Regular Meeting of the Board of Commissioners of January 2, 2019 was called to order at the District office by Commissioner Johnson at 7:00 p.m.

**ROLL CALL/
IN ATTENDANCE** Commissioners:
Mike Johnson, Thomas Rainville, Tom McGrath

Engineering
Eric Delfel (Gray & Osborne)

Staff:
Jim Voetberg, General Manager; Rick Matthews, Operations/Engineering Manager; Gil Bridges, Treatment Plant Manager; Kendra Chapman, Executive Assistant/HR

ELECTION OF OFFICERS Motion by Commissioner McGrath, second by Commissioner Rainville to adopt Resolution No. 477-19, certifying the election of officers with Thomas Rainville as president, Thomas McGrath as Vice President, and Mike Johnson as Secretary. The motion passed unanimously.

APPROVAL OF AGENDA Motion by Commissioner McGrath, second by Commissioner Johnson to approve the agenda as presented. The motion passed unanimously.

VISITORS AND COMMENTS FROM THE AUDIENCE None.

MINUTES Motion by Commissioner Johnson, second by Commissioner McGrath, to approve the minutes of the regular meeting of the Board of Commissioners on December 19, 2018. The motion passed unanimously.

CONSENT AGENDA Motion by Commissioner McGrath, second by Commissioner Johnson, to approve the Consent Agenda as presented. The motion passed unanimously.

Vouchers Approved Vouchers in the amount of \$237,007.92

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	8012-8061, 8064	\$87,499.37
Water Maintenance	740	ACH	30,847.01
Water Capital	746	8010-8011, 8063	10,118.88
Wastewater Maintenance	840	8012-8061, 8064	51,387.53
Wastewater Maintenance	840	ACH	27,474.79
Wastewater Capital	846	8006-8008, 8062	29,680.34

Payroll Approved Payroll in the amount of \$166,075.07

BUSINESS ITEMS

Professional Services Agreement for Design Services

General Manager Voetberg presented the item noting Staff issued a Request for Qualification through the MRSC Roster, narrowed the six submitted proposals down to two firms, conducted phone interviews, and based on the proposal and phone interview recommends awarding a design services agreement to Page & Beard Architects.

WWTF Admin/Lab Building

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner McGrath to approve Resolution No. 478-19, authorizing a professional services agreement for design of the WWTF Administration/Lab Building with Page & Beard Architects in the amount of \$258,961.00. The motion passed unanimously.

Agreement for Engineering Services

General Manager Voetberg presented the item noting Staff issued a Request for Qualifications through the MRSC Roster for On-Call Engineering Services. Voetberg added five proposals were received and based on the proposals and District's needs it is recommended engineering service agreements be awarded to Gray & Osborne and BHC Consultants. Voetberg explained BHC Consultants would handle primarily the engineering needs at the wastewater treatment facility and Gray & Osborne would handling all other engineering services for the District.

General discussion occurred. When asked who would decide which engineering firm to use, Voetberg clarified Gray & Osborne would typically be assigned work associated with the water distribution and wastewater collection systems and BHC would typically be assigned wastewater treatment process work, but if there was a project such as the treatment plant outfall, he as the General Manager would evaluate which firm is better positioned to perform the work and assign it accordingly and in the case of the outfall example, G&O would be the firm that best meets the District's needs.

Motion by Commissioner McGrath, second by Commissioner Johnson to approve Resolution No. 479-19 authorizing engineering service agreements with Gray & Osborne and BHC Consultants. The motion passed unanimously.

Other Business

None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported the 2019 WASWD Commissioners Workshop is scheduled for Saturday, January 26th in Lynnwood.

Verbal Reports

Treatment Plant Manager Bridges reported the WWTF is running well.

Operations/Engineering Manager Matthews reported the City of Mukilteo will hold a pre-construction meeting for the 61st Place catchment wall project on Monday January 7th adding the project should be completed by the February 28th deadline.

Engineering

Mr. Delfel gave an update on the 2019 Water and Sewer Improvements Project and the Lift Station 10 Project.

Commissioners

Commissioners requested an update on the District surplus property appraisals. General Manager Voetberg reported the appraisals are nearly complete and when they are done the results will be brought to the Board for review and to set the price of each property. Voetberg added he hoped to have this ready in February.

Commissioner McGrath requested to be registered for the WASWD Commissioner's Workshop that will be held Saturday, January 26th.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:19 p.m.



President/Commissioner Rainville



Vice President/Commissioner McGrath



Secretary/Commissioner Johnson