

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

Minutes of January 15, 2020

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The Special Meeting of the Board of Commissioners of January 15, 2020 was called to order at the District office by Commissioner McGrath at 5:30 p.m.

**ROLL CALL/  
IN ATTENDANCE**      Commissioners:  
Tom McGrath, Mike Johnson, Jeff Clarke

Engineering  
Eric Delfel (Gray & Osborne)

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

**OATH OF OFFICE**                      New Commissioner Jeff Clarke was sworn in by Notary Public, Kendra Chapman the Executive Assistant for the District.

**ELECTION OF OFFICERS**              Motion by Commissioner Johnson, second by Commissioner Clarke to elect Commissioner McGrath as President of the Board.

**RESOLUTION NO. 513-20**              Motion by Commissioner Clarke, second by Commissioner McGrath to elect Commissioner Johnson as Vice President of the Board.

Motion by Commissioner Johnson, second by Commissioner McGrath to elect Commissioner Clarke as Secretary of the Board.  
The motions passed unanimously adopting Resolution No. 513-20, certifying the election of officers with Tom McGrath as president, Mike Johnson as Vice President, and Jeff Clarke as Secretary.

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

**VISITORS AND COMMENTS FROM THE AUDIENCE**              Mrs. Clarke was in attendance for the Oath of Office.

**MINUTES**                              Motion by Commissioner McGrath, second by Commissioner Johnson, to approve the minutes of December 18, 2019 as presented. The motion passed with Commissioner Clarke abstaining from the vote due to his term beginning January 1, 2020.

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

**Vouchers** Approved Vouchers in the amount of \$836,836.11

| <u>Fund</u>            | <u>SubFund No.</u> | <u>Voucher No.</u> | <u>Amount</u> |
|------------------------|--------------------|--------------------|---------------|
| Water Maintenance      | 740                | 9216-9220          | \$628,658.23  |
|                        |                    | 9226-9295          |               |
| Water Maintenance      | 740                | ACH                | \$646.46      |
| Water Capital          | 746                | 9224-9225          | \$25,719.29   |
| Wastewater Maintenance |                    | 9216-9220          |               |
|                        | 840                | 9226-9295          | \$144,777.16  |
| Wastewater Maintenance | 840                | ACH                | \$579.12      |
| Wastewater Capital     | 846                | 9221-9223          | \$36,455.85   |

**Payroll** Approved Payroll in the amount of \$176,556.24

**Report** 4<sup>th</sup> Quarter Miscellaneous Financial Report.

**BUSINESS ITEMS**

**Adopt Board of Commissioner Meeting Time & 2020 Calendar** General Manger Voetberg presented the item requesting approval of the 2020 Board of Commissioner Regular Meetings Calendar.

General discussion occurred about the meeting time to ensure it was convenient for public attendance as well as legal and engineering.

**Resolution No. 516-20**

Motion by Commissioner Johnson, second by Commissioner Clarke to adopt Resolution No. 516-20, approving the 2020 Board of Commissioners Regular Meetings Calendar with Board meetings beginning at 5:30 pm. The motion passed unanimously.

**Appoint Sno-King Representative**

General Manager Voetberg presented the item asking the Board to appoint District representatives to the Sno-King Water District Coalition due to the retirement of Tom Rainville from the Mukilteo Water and Wastewater Board of Commissioners.

Motion by Commissioner Johnson, second by Commissioner McGrath to appoint Commissioner Clarke as the District's representative to the Sno-King Water District Coalition and the General Manager as the alternate. The motion passed unanimously.

**Approve Legal Counsel Services**

General Manager Voetberg presented the item noting a letter from John Milne announcing his retirement and his recommendation of utilizing Bill Linton for future legal counsel needs. Voetberg gave a brief overview of Mr. Linton's experience and recommended the District utilize Bill Linton as the District's legal counsel.

The Board agreed by consensus to authorize Bill Linton of InsleeBest to serve as the District's legal counsel.

**Approve  
Engineering  
Services**

General Manger Voetberg presented the item noting Gray & Osborne's four scopes of work for 2020 engineering services, two of which are for construction management and two for design services.

Commissioner Clarke asked about the protocol for deciding which capital projects take priority. Voetberg explained the District's follows the capital improvement needs identified in the water and wastewater comp plans which are reviewed and prioritized annually through approval of the capital budget.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner McGrath to Approve Gray & Osborne's 2020 engineering service proposals as follows:

- Construction Management for Project 28-19, 2020 Water Improvement project/ Possession View Water Main Replacement.
- Construction Management for Project 31-19, Lift Station No. 9 Replacement project.
- Design of the 2021 Water System Improvement project, Project 47-20, 8<sup>th</sup>/9<sup>th</sup>/10<sup>th</sup> Streets Water Main replacement.
- Design of Lift Station No. 5 and the Lift Station No. 5 Force Main, Projects 49-20 and 50-20.

The motion passed unanimously.

**Adopt Employee  
Policy Handbook  
Update**

Executive Assistant Chapman presented the item and gave a brief overview of the changes to the Employee Policy Handbook suggested by Attorney Kathy Webber of Inslee Best.

**Resolution  
No.514-20**

General discussion occurred regarding the need to be conservative with the Paid Family Medical Leave policy as the new State program has many uncertainties.

Motion by Commissioner Johnson, second by Commissioner Clarke to adopt Resolution No. 514-20, updating the District Employee Policy Handbook. The motion passed unanimously.

**Accept as  
Complete:  
Front Counter  
Security Update  
(41-19)**

General Manager Voetberg presented the item noting the Front Counter Security project is complete and the contractor did a very nice job. Voetberg reported that staff has reviewed the closeout documents and recommends the Board grant final acceptance of the project.

**Resolution  
No. 515-20**

Motion by Commissioner Clarke, second by Commissioner Johnson to adopt Resolution No. 515-20, granting final acceptance of the Front Counter Security Upgrade project performed by Shaiman Contracting, Inc. The motion passed unanimously.

**Other Business**      None.

**ADDITIONAL  
REPORTS**

**Management**

**General Manager's Report**

General Manager Voetberg reported on the following:

- The District surplus property located at 9303 4<sup>th</sup> Street in Everett is not a buildable lot per City of Everett building codes which leaves the parcel only useful to an adjacent neighbor. Voetberg noted a letter from the City of Everett was included in the agenda packet confirming the restrictions of constructing improvements on this lot. Voetberg reported an adjacent property owner has offered the District \$15,000.00 for the property which Staff believes is an acceptable offer given the improvement restrictions on the property. Operations/Engineering Manager Rick Matthews mentioned the amount of Staff time maintaining this property and noted the District acquired the property many years ago at no cost. Voetberg said Staff plans to proceed with selling the property to the adjacent property owner unless otherwise directed by the Board.
- Staff was able to negotiate a permanent and construction easement from the property owner adjacent to the Lift Station No. 9 Upgrade project. The cost of the easement was \$10,300.00, which is slightly less than the standard for easement acquisitions of this size. Voetberg credited Rick Matthews and Kendra Chapman for working with the property owner to secure the easement.
- WASWD Legislative Report was included in the agenda packet.
- Out of the Office January 20<sup>th</sup> – January 27<sup>th</sup> with Rick Matthews as Acting General Manager.
- Department of Ecology meeting on January 30<sup>th</sup> in regards to nutrient removal limits. Discussion occurred about commissioner attendance. By consensus the Board appointed Commissioner Clarke to attend the meeting on behalf of the District.

**Customer Past Due/Aging Report**

The Board received the report. A question was asked about the spike in past due notices which Finance Manager Parks explained was due to the District moving auto-pay from Doxo to CivicPay and that not all Doxo auto-pay customers have switched, making the past due number higher than usual. Parks noted Staff has been contacting Doxo customers to help them move from Doxo to CivicPay.

**Water & Sewer Connection Report**

The Board received the report and had no comments.

**Discharge Monitoring Report**

The Board received the report and had no comments.

**Verbal Reports**

Finance Manager Parks reported the District has a 1.5-million-dollar bond which was called today and there are two more bonds that may be called in April and May. Parks noted bond rates are lower than the State Pool's interest rate so the called bond money has been placed in the State Pool while other investments are explored.

Treatment Plant Manager Bridges reported staff is looking forward to the new admin-lab building. Bridges also reported the next Department of Ecology meeting for nutrient removal is on January 30<sup>th</sup>.

Operations/Engineering Manager Matthews reported the Possession View Water Main Replacement and Lift Station No. 9 Upgrade projects are out to bid. Matthews also reported the pile work for the WWTF Admin-Lab building project was slightly impacted by the weather but expects this work to be done the week of January 20<sup>th</sup> adding 10 piles have been installed ranging from 34 to 54 feet deep.

***Engineering***

Mr. Delfel reported there are currently 11 prime construction companies signed up for the Possession View Place Water Main Replacement Project and five for the Lift Station 9 Upgrade Project. Delfel noted that going to bid early in the year continues to be working well for the District.

***Commissioners***

Commissioner Clarke thanked the Board members and Staff for the warm welcome he has received. Commissioner McGrath and Commissioner Johnson welcomed Commissioner Clarke to the Board.

***CONCLUDE***

There being no further business, the President of the Board concluded the meeting at 6:22 p.m.

  
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Commissioner Johnson

  
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Commissioner McGrath

  
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Commissioner Clarke