

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

Minutes of January 16, 2019

The Regular Meeting of the Board of Commissioners of January 16, 2019 was called to order at the District office by Commissioner Rainville at 7:00 p.m.

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

Engineering:
Eric Delfel (Gray & Osborne)

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

**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** Jeff Clarke to observe the meeting.

MINUTES Motion by Commissioner McGrath, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners on January 2, 2019. The motion passed unanimously.

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

Financial Reports The Board approved the 4th Quarter Investment Funds and 4th Quarter Miscellaneous Financial reports. Commissioner Rainville commented on the percentage of investments issued through the Federal Home Loan Bank.

**Developer
Extension #539
Alaska Airlines
Crew Building** The Board approved the Developer Extension.

Vouchers Approved Vouchers in the amount of \$912,485.87

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	8088-8138	\$657,921.98
Water Maintenance	740	ACH	387.26
Water Capital	746	8088-8138	19,821.44
Wastewater Maintenance	840	8088-8138	218,420.01
Wastewater Maintenance	840	ACH	75.46
Wastewater Capital	846	8139-8141	15,859.72

BUSINESS ITEMS

***T-Mobile 2nd
Amendment to
Site Use
Agreement***

General Manager Voetberg presented the item reporting T-Mobile currently has a Communications Site Use and License Agreement with the District for cell tower equipment located at the Reservoir No. 4 (Paine Field) site. Voetberg reported T-Mobile approached the District for additional ground license area to install a backup generator. Voetberg added Staff has no problem with the request due to the area being unusable for District current or future use.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner McGrath to approve Second Amendment To Communications Site Use Agreement and License with T-Mobile West LLC for additional ground space located at the District's Paine Field Reservoir site and authorize the General Manager to sign the amendment. The motion passed unanimously.

***S&B and TSI
Service
Agreements***

***Resolution
No. 480-19***

General Manager Voetberg presented the item noting the current contracts with S & B and TSI for SCADA and control logic services have expired with all extension options being exhausted. Voetberg reported since the SCADA equipment, programming and servicing is specialized to the company that installed the system the contracts are being awarded through the sole source procurement process.

General discussion occurred. Commissioner Johnson noted his desire for the District to eventually have an open architecture SCADA and control logic system.

Motion by Commissioner McGrath, second by Commissioner Johnson to approve Resolution No. 480-19, authorizing the sole source procurement for SCADA and Control Logic services, and authorize the General Manager to sign service agreements with S&B Inc. and TSI for SCADA and Control Logic services. The motion passed unanimously.

**Authorization of
Sole Source of
Badger Water
Meters**

**Resolution
No. 481-19**

General Manager Voetberg presented the item noting Staff's recommendation to waive the bidding requirements for the purchase of water meters and authorize sole source purchase of Badger meters due to compatibility issues with buying any other brand of meter. Voetberg reminded the Board that a Management Letter was received by the State Auditor's office in regards to "piggybacking" on the AWWWD - Badger agreement for Badger water meters and by adopting this resolution the District will resolve the issue identified by the Auditor.

Motion by Commissioner Johnson, second by Commissioner McGrath to approve Resolution 481-19, authorizing sole source procurement of Badger Water Meters. The motion passed unanimously.

**Authorization of
2019
Construction
Management
Services**

General Manager Voetberg presented the item noting on December 19, 2018, the Board awarded the 2019 Water and Sewer Improvement Project to SRV Construction and the Scope of Work presented by Gray & Osborne reflects Construction Management services for this project.

Engineer Eric Delfel noted a Scope of Work for each work schedule of the project is included in the Board packet.

Motion by Commissioner McGrath, second by Commissioner Johnson, to approve Gray & Osborne's 2019 Water and Sewer Project Construction Management engineering service proposal in the total amount of \$166,700, and authorize the General Manager to issue a notice to proceed under the 2019 Engineering Services Agreement. The motion passed unanimously.

**Authorize 2019
Design Projects**

General Manager Voetberg presented the item noting Gray & Osborne has prepared a Scope of Work for two design projects included in the 2019 Capital Budget, the design of Lift Station No. 9 and design of the Possession View Water Main Replacement project.

Engineer Eric Delfel noted as a part of the Lift Station No. 9 Force Main project some conceptual work for the replacement of Lift Station No. 9 has already been done.

Motion by Commissioner Johnson, second by Commissioner McGrath to approve Gray & Osborne's proposals for design of Lift Station No. 9 and Possession View Water Main Replacement in the total amount of \$283,300, and authorize the General Manager to issue a notice

Other Business

None.

ADDITIONAL

REPORTS

Management

General Manager's Report

General Manager Voetberg reported the WASWD legislative update was included in the Board packet for review. Voetberg noted WASWD's priority regarding reclaimed water has dropped off the list due to an agreement between King County and Cascade Water Alliance.

Voetberg reported the date for the 2019 Employee Appreciation Dinner has been set for April 27th and will be held at Lombardi's at the Everett Port.

Voetberg reported he will be out of the office January 28th through February 4th and Rick Matthews will serve as Acting General Manager during this time.

Voetberg reported the City of Everett is proceeding in the purchase of land for biosolids disposal purposes and considers this a capital project subject to District – Everett Agreement, meaning the District would be required to pay 4% of the purchase price. Voetberg noted he plans to have Attorney John Milne review the Agreement to ensure this purchase is considered a capital project.

Customer Past Due/Aging Report

The Board received the report.

Discharge Monitoring Report

The Board received the report.

Water & Sewer Connection Report

The Board received the report.

Verbal Reports

WWTF Manager Bridges reported the Department of Ecology, due to a push by Northwest Environmental advocates, is looking to establish limits on nutrients in the discharge of wastewater treatment plants, adding this will not impact the District's current permit but may have an impact on future permits.

Operations/Engineering Manager Matthews reported the Mukilteo Ferry Project is currently 8 weeks ahead of schedule and the District is meeting with the engineer in the morning to go over changes needed before the District can sign the water and sewer plans.

Engineering

Engineer Eric Delfel reported the Lift Station No. 10 project is in the punch list stage and should be complete soon. Delfel also reported that SRV Construction is preparing to start the 2019 Water and Sewer Improvements Project in February.

Commissioners No Report.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 7:30 p.m.



President/Commissioner Rainville



Vice President/Commissioner McGrath



Secretary/Commissioner Johnson