

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

Minutes of January 17, 2018

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The Regular Meeting of the Board of Commissioners of January 17, 2018 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

Motion my Commissioner McGrath, second by Commissioner Rainville to excuse the absence of Commissioner Johnson. Motion passed unanimously.

Engineering:  
Eric Delfel (Gray & Osborne)

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

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

**VISITORS AND  
COMMENTS  
FROM THE  
AUDIENCE**      None.

**MINUTES**      Motion by Commissioner McGrath, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners on January 3, 2017. The motion passed unanimously.

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

**Investment Funds  
Report**      The Board received the Investment Funds Report.

**Extension of  
SCADA and Logic  
Control Services  
Agreement**      The Board authorizes the General Manager to extend the final one-year extension, through the end of 2018 to the Professional Services Agreement for Wastewater Treatment Facility SCADA and Logic Control Services with Technical Systems Incorporation, and the Professional Services Agreement for Water Distribution and Wastewater Collection System SCADA and Logic Control Services with S&B.

**Vouchers**      Approved Vouchers in the amount of \$747,872.61

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6952-6991	\$538,544.08

Water Maintenance	740	ACH	194.79
Wastewater Maintenance	840	6952-6990	61,045.64
Wastewater Maintenance	840	ACH	1,952.17
Wastewater Capital	846	6950-6951	146,135.93

**Payroll** Approved Payroll in the amount of \$152,232.18

**BUSINESS ITEMS**

**Authorization of 2018 Engineering Work** General Manager Voetberg presented the item noting the approved 2018 Capital Budget included engineering service funding for construction management of the 62<sup>nd</sup> & 93<sup>rd</sup> Place Water Main Replacement project, design of the Washington Avenue Water Main project and design of the Lift Station No. 9 Force Main project. Mr. Voetberg noted District Engineer Eric Delfel could answer any questions the Board may have.

Motion by Commissioner McGrath, second by Commissioner Rainville to approve Gray & Osborne's 2018 engineering service proposals as follows.

- Construction Management for the 62<sup>nd</sup> Place and 93<sup>rd</sup> Place Water Main project.
- Design of the Washington Avenue Water Main project.
- Design of the Lift Station No. 9 Force Main project.

The motion passed unanimously.

**2017 Water & Sewer Project Change Order No. 2** General Manger Voetberg presented the item noting Staff is moving forward to close out the 2017 Water and Sewer Project. Mr. Voetberg reported Staff is recommending approval Change Order No. 2 for bid item work completed and agreed to by both the District and Strider Construction Company. Voetberg noted that unless Strider contests the Change Order within 14 days, the Change Order will be deemed approved by both parties.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Rainville to approve Change Order No. 2 to the 2017 Water and Sewer project and authorize the General Manager to sign the Change Order on behalf of the District. The motion passed unanimously.

**CliftonLarson Allen LLP Agreement** Finance Manager Parks introduced this item noting Dave Hoagland is the consultant from CliftonLarsonAllen LLP the District has used for the Financial Statements in recent years and has done a great job.

Motion by Commissioner McGrath, second by Commissioner Rainville to authorize the General Manager to execute an Agreement for Consulting Services between MWWD and CliftonLarsonAllen LLP in an amount not to exceed \$22,900, including expenses. The motion passed unanimously.

**Other Business** None.

**ADDITIONAL  
REPORTS**

**Management**

**General Manager's Report**

General Manager Voetberg reported he attended the City of Mukilteo Council Meeting on January 16<sup>th</sup> to see what decision would be made on the potential SR525 Pedestrian Bridge Project. Mr. Voetberg reported that City staff gave a great report and public comment was heard. Mr. Voetberg also reported no decision was made and the Council instructed City Staff to get more public comment.

Mr. Voetberg gave a legislative updated of a few bills that WASWD and Sno-King are following.

**Water Comparison Report**

The Board received the report.

**Customer Past Due/Aging Report**

The Board received the report.

**Discharge Monitoring Report**

The Board received the report.

**Verbal Reports**

Finance Manager Parks reported the transfer of administrative duties for Sno-King from Cross Valley Water to the District is complete. Parks reported staff is currently working on year end.

Operations/Engineering Manager Matthews had no report.

WWTF Manager Bridges reported he is currently working on biosolids reports for 2018.

**Engineering**

Engineer Eric Delfel reported the Lift Station 10 project is progressing well and the pumps for the project have arrived in Portland and will stay there until they are ready to be installed. Mr. Delfel also reported the 62<sup>nd</sup> & 93<sup>rd</sup> Place Project is out to bid with a bid opening date of January 30<sup>th</sup>. Mr. Delfel noted there is a lot of interest in the project with a long plan holder list.

**Commissioners**

Commissioner McGrath asked staff for an update on the access road to Lift Station 5. General Manager Voetberg reported no change at this time.

**CONCLUDE**      There being no further business, the Vice President of the Board concluded the meeting at 7:26 p.m.

**ABSENT**

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President/Commissioner Johnson

  
Vice President/Commissioner Rainville

  
Secretary/Commissioner McGrath