

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

Minutes of February 5, 2020

The Regular Meeting of the Board of Commissioners of February 5, 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

Legal
Bill Linton, Inslee Best

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

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

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

MINUTES Motion by Commissioner Clarke, second by Commissioner Johnson, to approve the minutes of the regular meeting of the Board of Commissioners on January 15, 2020. The motion passed unanimously.

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

Vouchers	<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
	Water Maintenance	740	9303-9352	\$183,618.36
	Water Capital	746	9300-9302	\$3,612.84
	Wastewater Maintenance	840	9303-9352	\$91,479.60
	Wastewater Capital	846	9296-9299	\$92,353.59

Approved Vouchers in the amount of \$371,064.39.

Payroll Approved Payroll in the amount of \$181,967.65.

Investments Approved 4th Quarter Investments Report.

BUSINESS ITEMS

Award Possession View Place Water Main Replacement Project #28-19 General Manager Voetberg presented the item noting there were 13 bids ranging from \$309,587.85 to \$428,519.00, with Kar-Vel construction as the low bidder for the project. Voetberg noted Gray & Osborne reviewed the bid documents and submitted a letter recommending award to Kar-Vel Construction.

**Resolution
No. 517-20**

Motion by Commissioner Johnson, second by Commissioner Clarke to adopt resolution no. 517-20, awarding the Possession View Place Water Main Replacement Project #28-19 to Kar-Vel Construction in the amount of \$309,587.85 including applicable Washington state sales tax. The motion passed unanimously.

**Authorization of
Sole Source for
UV System Switch
Project #56-20**

General Manager Voetberg presented the item giving a brief overview of the WWTF UV disinfection process and explained an electrical switch is needed at the system's Process Logic Controller (PLC) to ensure the system continues to operate in the event the PLC fails. Voetberg noted the by-pass switch is a component of the overall UV disinfection unit manufactured by Wedeco, resulting in Wedeco being the sole supplier of the switch. Voetberg added a resolution has been prepared to document and justify the sole source procurement of a Wedeco electrical by-pass switch.

**Resolution
No. 518-20**

WWTF Bridges stated the PLC electrical by-pass switch will provide an additional layer of safety to the UV disinfection system.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Clarke to approve resolution no. 518-19, authorizing the sole source procurement of an electrical by-pass switch for the Wedeco UV light disinfection system. The motion passed unanimously.

Other Business

None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported the Lift Station No. 9 Upgrade project will enlarge the footprint of the existing lift station resulting in the loss of two City of Mukilteo parking spots. Voetberg added Staff has been in discussions with the City regarding the loss of these parking spots and the City indicated they will include a stipulation in their permit of no net loss of

parking. Voetberg noted the District owns a small parcel of property near the project which will allow for the creation of two parking spaces. Voetberg informed the Board of Staff's intention to transfer this property to the City to replace the two parking spots lost due to the Lift Station No. 9 project. Voetberg reminded the Board this parcel is one of the parcels on the District's surplus property list and has gone through the bidding process with no interest.

Voetberg reported preliminary design of the Lift Station 5 upgrade project has begun, noting the District only has underground rights to this area. Voetberg noted he and Rick Matthews are exploring obtaining above ground rights from the adjacent property owner Mr. Vanderyacht, however recent discussions with Mr. Vandeyacht do not look promising, adding it may be necessary to construct all improvements underground. Voetberg noted staff is keeping an open mind and exploring all available options. General discussion occurred on types of underground vaults.

Voetberg gave an update on the T-Mobile cell tower lease agreement at Reservoir No. 2 noting T-Mobile has decided to forgo their initial request for additional ground lease area to install a generator but still desired a lease extension, a reduction of the annual escalator from 5% to 4% with an upfront payment of \$45,000. Voetberg added the current agreement runs through 2028 and T-Mobile's latest proposal results in a break-even year of 2032/2033, assuming the District is successful in retaining the annual escalator past 2028. Voetberg added that given rapid changes in technology and nearby property where a cell tower could be located, T-Mobile's proposal is reasonable.

General discussion occurred with consensus from the Board to proceed with T-Mobile's latest proposal of an extension through 2058, a reduction in the annual escalator from 5% to 4% and an upfront payment of \$45,000.

Voetberg reported the WASWD legislative report for January was included in the packet. Voetberg also reported WASWD is preparing to take legal action in regards to stormwater well injection and they are asking for interest and possible financial support from member Districts. Voetberg stated he would have more information at the next meeting.

Voetberg reported he, Gil Bridges and Jeff Clarke attended the recent Nutrient Removal forum. Voetberg noted this will be a critical issue for the District and believes it is important to be represented at these meetings.

Commissioner Clarke gave a brief overview of the meeting and general discussion occurred.

Voetberg reported long time employee Matt Wright's last day with the District is February 6th, as he has decided to pursue other options in his career.

Verbal Reports

Finance Manager Parks had no report.

Treatment Plant Manager Bridges reported flows were up due to the large amounts of rain the last few days. Bridges also reported the WWTF road system is working well and the City is doing some improvements in the vicinity.

Operations/Engineering Manager Matthews reported the pre-bid meeting for the Lift Station 9 project was well attended and staff will open bids on February 12th at 1:00 pm. Matthews reported the pile portion of the new WWTF building has been completed and the contractor will begin with the concrete portion of the elevator pit. Matthews also reported Paine Field exceed the TSS level in the first two tests for the month, however, the third test was under the required level.

Legal

Attorney for the District, Bill Linton thanked the Board and Staff for using his services with the recent retirement of John Milne. Mr. Linton stated he would like to update the Board on the King County Right-of-Way issue in executive session due to potential litigation pursuant to RCW 42.30.110(1)(i).

Commissioners

Commissioner McGrath reported he and Commissioner Clarke attended the WASWD Commissioner Workshop and gave a brief overview of the topics discussed.

Commissioner McGrath also reported the WASWD Retrospective Board has evaluated proposals for new administrators to the program.

**EXECUTIVE
SESSION**

Motion by Commissioner McGrath, second by Commissioner Johnson to convene to an executive session at 6:20 pm for the purpose of considering potential litigation, under RCW 42.30.110 section 1(i) stating the session would last 15 minutes. The Commissioners, General Manager Voetberg, Operations/Engineering Manager Matthews and Attorney Bill Linton attended the executive session. At 6:35 pm the executive session concluded and the open public meeting convened.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 6:35 p.m.



Commissioner McGrath



Commissioner Clarke



Commissioner Johnson