

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

Minutes of February 6, 2019

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The Regular Meeting of the Board of Commissioners of February 6, 2019 was called to order at the District office by Commissioner Johnson at 7:00 p.m.

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

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

**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 Clark a citizen of Mukilteo.

**MINUTES**      Motion by Commissioner McGrath, second by Commissioner Johnson, to  
approve the minutes of the regular meeting of the Board of Commissioners  
on January 16, 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.

**Vouchers**      Approved Vouchers in the amount of \$270,857.59

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	8144-8188	\$92,618.43
Water Capital	746	8193-8194	41,169.07
Wastewater Maintenance	840	8144-8188	59,133.77
Wastewater Capital	846	8189-8192	77,936.32

**Payroll**      Approved Payroll in the amount of \$178,746.63

**BUSINESS ITEMS**

**Approve  
Intergovernmental  
Cooperative  
Purchasing  
Procurement  
Agreement with  
KCDA**

General Manager Voetberg presented the item. Voetberg gave a brief overview of the King County Directors' Association ("KCDA"), noting the association is a cooperative purchasing program utilized by local and state government agencies with no cost to participate. Voetberg added approving the Interlocal Cooperative Purchasing Agreement, with the ability to piggyback off KCDA contracts, will be a benefit to the District.

General discussion occurred.

**Resolution  
No. 482-19**

Motion by Commissioner McGrath, second by Commissioner Johnson to adopt Resolution No. 482-19, authorizing the General Manager to enter into an Intergovernmental Cooperative Purchasing Agreement with King County Directors' Association. The motion passed unanimously.

**Authorize  
Purchase of  
Boardroom Video  
Equipment**

General Manager Voetberg presented the item noting the purchase of video equipment is included in the 2019 Capital Budget and will be utilized for Board meetings, Staff meetings and other trainings throughout the District.

Operations/Engineering Manager Matthews noted the purchase will be made through the King County Directors' Association cooperative purchasing agreement from a company called CDW-G.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner McGrath to authorize the purchase of an InFocus Mondopad Launch and mobile cart in the amount of \$11,233.20, including Washington State Sales Tax. The motion passed unanimously.

**WWTF Headworks  
#1 & #2 Washer  
Compactor Lower  
Body  
Replacement**

Wastewater Treatment Plan Manager Bridges presented the item noting this item is included in the 2019 Capital Budget to replace the lower bodies of the #1 and #2 Headworks washer/compactors. Bridges added the replacement of the lower bodies will greatly reduce the time of cleaning the washer/compactors when they clog up. Bridges noted bids were solicited through the MRSC Small Works Roster with Kusters Zima submitting the lowest bid.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Johnson to authorize the purchase of two washer/compactor lower body units from Kusters Zima in the amount of \$12,572.00, including Washington State Sales Tax. The motion passed unanimously.

**WWTF Scum  
Pump #1  
Replacement**

Wastewater Treatment Plan Manager Bridges presented the item noting this item is included in the 2019 Capital Budget to replace #1 scum pump. Bridges added the existing pumps are 20-years old and at the end of their useful life. Bridges noted bids were solicited through the MRSC Small Works Roster with APSCO, LLC submitting the lowest bid.

General discussion occurred. Commissioner Johnson asked if the old pumps would be kept on-hand to be used in case of an emergency, which Gil Bridges responded they would.

Motion by Commissioner Johnson, second by Commissioner McGrath to authorize the purchase of a scum pump from APSCO, LLC in the amount of \$10,991.57, including Washington State Sales Tax. The motion passed unanimously.

**Gray & Osborne  
Scope of Work  
Amendment for  
2017 WSI Project**

General Manager Voetberg gave a brief overview of the 2017 Water and Sewer Improvements Project with Strider Construction. Voetberg noted Gray & Osborne incurred unplanned costs associated with this project including assisting the District reach an agreement to close out the project, additional inspection time and the cost to hire Trenchless Construction to inspect the bore work performed by Strider's subcontractor.

Eric Delfel confirmed the additional time and costs associated with work on this project.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner McGrath to authorize additional Construction Management costs by Gray & Osborne relating to the 2017 Water and Sewer Project, Lift Station No. 4 Abandonment schedule in the amount of \$31,965. The motion passed unanimously.

**Other Business**      None.

**ADDITIONAL  
REPORTS**

**Management**

**General Manager's Report**

General Manager Voetberg reported WASWD's legislative update was included in the packet.

Voetberg reported a discussion occurred during the previous Board meeting regarding the policy for Agency Issuer investments, which currently has a limit of 35%. Voetberg added Commissioner comments were discussed regarding the possibility of lowering the limit. Voetberg noted an investment was maturing February 22<sup>nd</sup> and prior to reinvestment, further discussion on Agency Issuer limits would assist Staff in directions to the investment brokers helping to reinvest the maturing investment.

Commissioner Rainville stated the current Agency Issuer limit of 35% was high given the size of the District and believed it should be set at a lower limit. After General Discussion, Staff was asked to bring back additional information including policy limits from other jurisdictions and actual investment options given the meeting is February 20<sup>th</sup> and the reinvestment will occur on the 22<sup>nd</sup>.

**Water Comparison Report**

The Board received the Water Comparison report and had no comment.

**Verbal Reports**

Treatment Plant Manager Bridges reported the treatment plant is running well.

Operations/Engineering Manager Matthews reported the 61<sup>st</sup> Place Wall Project has been completed by the City of Mukilteo and the road is now open. Matthews also reported District Staff repaired a Lift Station No. 5 force main break and given this is a second break in the past couple of months, Staff will be reviewing whether a total replacement is needed. Matthews also reported he is working with the engineers on the Mukilteo Ferry Project to get signed plans for the project. Matthews noted the 2019 Water and Sewer Improvements Project pre-construction meeting is set for the following day.

**Engineering**

Mr. Delfel reported he is hopeful to closeout out the Lift Station 10 project at the next Board meeting.

**Commissioners**

Commissioner McGrath reported the WASWD Commissioners Workshop was a good workshop and included "Piggybacking" as a topic.

Commissioner McGrath noted he would not be at the next Board meeting on February 20<sup>th</sup>.

Commissioner Johnson suggested the Sno-King meeting on February 11<sup>th</sup> be cancelled due to inclement weather. General Manager Voetberg and Commissioner Rainville agreed. Voetberg noted he will check with other Sno-King members and if most agree will send out a notice of cancellation.

**CONCLUDE**            There being no further business, the President of the Board concluded the meeting at 7:41 p.m.

  
\_\_\_\_\_  
President/Commissioner Rainville

**Absent**

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Vice President/Commissioner McGrath

  
\_\_\_\_\_  
Secretary/Commissioner Johnson