

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

Minutes of February 7, 2018

The Regular Meeting of the Board of Commissioners of February 7, 2018 was called to order at the District office by Commissioner Johnson at 7:00 p.m.

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

Engineering & Legal:
Eric Delfel (Gray & Osborne), John Milne (Inslee Best)

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 Rainville, second by Commissioner McGrath, to approve the minutes of the regular meeting of the Board of Commissioners on January 17, 2017, Commissioners Rainville and McGrath voted yes, Commissioner Johnson abstained as he was excused from the January 17th meeting.

**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 January Investment Funds Report.

Vouchers Approved Vouchers in the amount of \$321,229.79

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	6999-7050	\$80,478.76
Water Capital	746	6996-6998	1,362.96
Wastewater Maintenance	840	6999-7050	89,682.87
Wastewater Capital	846	6992-6995	149,705.20

Payroll Approved Payroll in the amount of \$162,228.37

BUSINESS ITEMS

**Award of 62nd PI
W & 93rd PI SW
Waterline Project**

General Manager Voetberg presented the item noting that bids for the 62nd PI W & 93rd PI SW Waterline Capital Project were opened on January 30th at 2:00 pm. Mr. Voetberg noted Gray & Osborne has reviewed the bids and is recommending award to the low bidder North Hill Resources, Inc. in the amount of \$328,498.77, including sales tax.

**Resolution
No. 436-18**

District Engineer, Eric Delfel noted there were 13 bids for this project.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Rainville to adopt Resolution No. 436-18, awarding the 62nd Place West and 93rd Place SW Waterline Project to North Hill Resources, Inc. in the amount of \$328,498.77, including sales tax. The motion passed unanimously.

**WWTF Blower
Project (20-18)
Consulting
Services**

General Manger Voetberg presented the item noting the 2018 capital budget includes funds to replace the three K-Turbo aeration blowers at the WWTF, adding the decision was based on recommendation from BHC Consultants in the 2017 Wastewater Evaluation Report. Mr. Voetberg noted staff will purchase and install the blowers, but needed assistance in spec'ing out the blowers. Voetberg said staff recommends utilizing BHC Consultants to develop the technical specification due to their work with WWTF Staff on this issue during the 2017 Evaluation Report.

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner McGrath to authorize an agreement for consulting services with BHC Consultants, LLC to develop technical specifications for aeration blowers at the wastewater treatment facility, and authorize the General Manager to sign the agreement on behalf of the District. The motion passed unanimously.

**WWTF Office
Building
Relocation
Consulting
Services**

General Manager Voetberg presented the item noting the 2018 budget includes funding to permit and design the relocation for the WWTF lab/administrative building. Mr. Voetberg noted that prior to beginning design, staff intends to secure a shoreline permit from the City of Mukilteo and is recommending Gray & Osborne assistance during the permitting process.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Rainville to authorize an agreement for consulting services with G&O Inc., to assist in securing a shoreline permit from the City of Mukilteo and to perform a geotech investigation where the building is planned be sited. The motion passed unanimously.

**2018 Wastewater
System Rate
Study**

Finance Manager Parks presented the item noting Staff is recommending utilizing FCS Group for the 2018 Wastewater System Rate Study due to their previous work on blending eastside and westside sewer rates.

Motion by Commissioner McGrath, second by Commissioner Rainville to authorize the General Manger to enter into a consulting services contract with FCS Group for an amount not to exceed \$55,000. Motion passed unanimously.

**Lift Station 10
Project
Change Order
No. 1**

General Manager Voetberg presented the item noting the change order is associated with changes in storm water and landscaping requirements by the City of Mukilteo. Voetberg added the final City of Mukilteo conditional use permit, which modified storm water and landscaping requirements, was issued after award due to delays in the City's permitting process.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Rainville to authorize Change Order No. 1 to the Lift Station 10 Replacement project agreement with McClure & Sons, Inc., and authorize the General Manger to sign the Change Order on behalf of the District. The motion passed unanimously.

Other Business

None.

**ADDITIONAL
REPORTS**

Management

General Manager's Report

General Manager Voetberg reported the 2018 Budget included \$25,000 to hire a firm to perform an employee compensation study but due to Staff's ability to gather the relevant information through contacts at neighboring Districts, the study will be performed in-house. Voetberg noted he plans to bring results to the Board at the second meeting in March.

Mr. Voetberg reported he attended the WASWD GM Meeting at Northshore Utility District where Jim Kuntz gave an update on legislative issues and Northshore provided a presentation on their GIS program.

Mr. Voetberg reported the District recently hosted a Control Valve Service Training Workshop with over 55 people in attendance. Mr. Voetberg noted staff did a great job to make the event a success.

Mr. Voetberg reported he will be attending the AWWA Conference the week of February 19th and Rick Matthews will be Acting General Manager during his absence.

Mr. Voetberg reported on a typing mistake in the memo section of recent monthly bills. Finance Manager Parks noted the process for reviewing bills has been changed to help avoid this mistake in the future.

Capital Project Status Report

The Board received the report.

Verbal Reports

Finance Manager Parks reported the eastside audit results and wheeling calculations have been sent to City of Everett Staff for review. Parks noted the new calculations will result in lower sewage disposal costs paid to Everett, estimated in the \$80,000 per year range, which was not included in the 2018 budget.

Operations/Engineering Manager Matthews reported the Mukilteo Ferry Terminal and Paine Field Airport Terminal do not have signed plans and have not entered into a Developer Extension Project with the District.

WWTF Manager Bridges reported the WWTF is keeping up with all of the recent rainfall. Bridges also noted the current biosolids hauler is still working on permitting his Eastern Washington property site.

Engineering

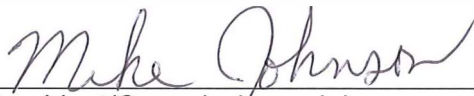
No report.

Legal

District Attorney, John Milne gave a brief update on the King County Franchise Ordinance.

Commissioners Commissioner Rainville suggested moving the April 2nd and July 2nd meeting to 3:00 pm due to schedule conflicts. Board members tabled the subject until the next meeting.

CONCLUDE There being no further business, the President of the Board concluded the meeting at 7:48 p.m.



President/Commissioner Johnson



Vice President/Commissioner Rainville



Secretary/Commissioner McGrath