

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

Minutes of February 21, 2018

The Regular Meeting of the Board of Commissioners of February 21, 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:  
Eric Delfel (Gray & Osborne)

Staff:  
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 February 7, 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.

**Vouchers**      Approved Vouchers in the amount of \$304,382.24

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	7053-7095	\$160,855.88
Water Maintenance	740	ACH	30,064.10
Water Capital	746	7051	11,811.69
Wastewater Maintenance	840	7053-7095	54,877.12
Wastewater Maintenance	840	ACH	26,432.15
Wastewater Capital	846	7052	20,341.30

## **BUSINESS ITEMS**

### ***Snohomish County & MWWD Utility Adjustments Overlay ILA***

Operations/Engineering Manager, Rick Matthews presented the item. Mr. Matthews stated that pursuant to the District's Franchise Agreement with Snohomish County, it is the District's responsibility to raise manhole and water valve castings to match the new top of asphalt when pavement overlay improvements are made. Mr. Matthews noted last year the District had a similar arrangement with the City of Mukilteo and staff is recommending entering into an Interlocal Agreement with the County for the improvements outlined on the map included in the Board packet.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Rainville to approve an Interlocal Agreement between the District and Snohomish County regarding the raising of District manhole and water valve castings associated with the County pavement overlay improvements within the District's service area, and authorize the General Manager to sign on behalf of the District. The motion passed unanimously.

### ***Release of Easement***

Operations/Engineering Manager, Rick Matthews presented the item noting the Tulalip Tribes has approached the District requesting a release of part of an easement that was purchased in 1950 over property along the waterfront in the area of the "old tank farm". Mr. Matthews explained the easement was for the operations, maintenance, repair or removal of the water distribution system across the property and the easement covered the entire lot rather than being specific for the waterline. The water line has since been replaced with a new main and new easements. Mr. Matthews noted the District's attorney, John Mile, has reviewed the easement release and provided a few minor modifications as seen in the track changes copy provided. Mr. Matthews noted that with Attorney John Milne's approval and recommended changes staff is recommending the partial release of the easement.

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner McGrath to approve a partial release of the District's easement identified in Snohomish County Recording Number 945326 over property identified as Lot 7, Elliot Point Landing, City of Mukilteo Amended Binding Site Plan, BSP 2016-01, as approved by attorney John Milne, and authorize the District's General Manager to sign the release on behalf of the District. The motion passed unanimously.

**Approval of  
Board Meeting  
Time Change for  
April 2<sup>nd</sup> &  
July 2<sup>nd</sup>**

Administrative Assistant, Kendra Chapman presented the item noting at the previous Board Meeting the Commissioners had expressed the need to change the start time of the April 2<sup>nd</sup> and July 2<sup>nd</sup> Board Meetings.

General discussion occurred. Commissioner Johnson noted he would not be in attendance of the July 2<sup>nd</sup> meeting.

Motion by Commissioner Rainville, second by Commissioner McGrath to approve the meeting time change from 7:00 pm to 3:00 pm for the April 2<sup>nd</sup> and July 2<sup>nd</sup> Board meetings. The motion passed unanimously.

**Other Business**

None.

**ADDITIONAL  
REPORTS**

**Management**

**General Manager's Report**

A report prepared by General Manager, Jim Voetberg was included in the Board packet and read by Acting General Manager, Rick Matthews in Mr. Voetberg's absence.

Matthews also added that staff member Colson Crim has given his notice to leave the District on March 2<sup>nd</sup>. Mr. Matthews noted staff is evaluating how best to advertise the vacant position.

**Customer Past Due/Aging Report**

The Board received the report.

**Discharge Monitoring Report**

The Board received the report.

**Verbal Reports**

Finance Manager, Sue Parks had no report.

Operations/Engineering Manager, Rick Matthews reported he had a meeting with the City of Mukilteo about the design of the future pedestrian bridge. Matthews noted the City plans to send out a public survey in the coming weeks.

Matthews also reported a meeting has been scheduled with the WSDOT, WA State Ferries and the Attorney General's office for the following week concerning the new ferry terminal project.

Wastewater Treatment Plant Manager Bridges reported the plant is running well and staff is preparing for potential snow on Friday.

**Engineering** No report.

**Commissioners** No report.

**CONCLUDE** There being no further business, the President of the Board concluded the meeting at 7:16 p.m.

  
\_\_\_\_\_  
President/Commissioner Johnson

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

  
\_\_\_\_\_  
Secretary/Commissioner McGrath