

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

Minutes of March 21, 2018

The Regular Meeting of the Board of Commissioners of March 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:
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 Rainville, second by Commissioner McGrath 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 March 7, 2017. The motion passed unanimously.

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

Vouchers Approved Vouchers in the amount of \$1,442,500.27

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	7144-7184	\$606,609.42
Water Maintenance	740	ACH	371.31
Water Capital	746	7138-7139	19,751.38
Wastewater Maintenance	840	7144-7184	271,447.72
Wastewater Maintenance	840	ACH	139,918.25
Wastewater Capital	846	7140-7143	404,402.19

BUSINESS ITEMS

Authorize Intergovernmental Cooperative Purchasing Agreement with U.S. Communities General Manger Voetberg presented the item giving an overview of U.S. Communities as an additional cooperative purchasing option. Wastewater Treatment Plant Manager Bridges noted some of the potential Vendors that could possibly be used.

Resolution No. 438-18 General discussion occurred. Commissioner Johnson noted these types of cooperative purchasing agreements are good but asked staff to verify U.S. Communities meets State procurement regulations.

Motion by Commissioner McGrath, second by Commissioner Rainville to adopt Resolution No. 438-18, authorizing the General Manager to enter into an Intergovernmental Cooperative Purchasing Agreement with U.S. Communities. The motions passed unanimously.

WWTF Clarifier Project Closeout Project #94-16 General Manager Voetberg presented the item noting the project was awarded by the Board on December 21, 2016, work began in the spring of 2017 and it was substantially complete last fall. Mr. Voetberg noted the completion of two punch list items held up final project closeout until now. Mr. Voetberg noted a change order is included in the final closeout request which covers the cost of unforeseen work encountered during the project. Mr. Voetberg reported Gray & Osborne has reviewed the change order and closeout documents and with this, staff is recommending approving the change order and closing out the project.

Resolution No. 440-18

Engineer, Eric Delfel reported McClure & Sons, Inc did a good job on the project.

Motion by Commissioner Rainville, second by Commissioner McGrath to approve Change Order No. 1 to the WWTF Clarifier No. 2 Rehab project and adopt Resolution No. 440-18, granting final acceptance of the contract work performed by McClure & Sons Construction.

District Wage Matrix Adjustment General Manager Voetberg presented the item and highlighted the various options for wage increase with and without employer deferred compensation matches.

Resolution No. 439-18

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Rainville to approve Resolution No. 439-18, adjusting the District's Wage Matrix with a 4% increase. The motion passed unanimously.

Revision of Job Descriptions

General Manager Voetberg presented the item highlighting the changes to the Utility Technician I, II, III and the Administrative Assistant job descriptions which include increasing the grade and adding duties. Mr. Voetberg noted that due to the updates to the Utility Technician III job description, the Utility Technician III/GIS position needed to be updated as well. Mr. Voetberg noted the Utility Technician III/Pre-treatment position would be eliminated as the pre-treatment duties would now fall under the Utility Technicians.

Motion by Commissioner Rainville, second by Commissioner McGrath to approve the job descriptions, duties and placement on the Wage Step Matrix for the positions of Utility Technician I, II, III, Utility Technician/GIS, and Administrative Assistant, and eliminating the Utility Technician III/Pre-Treatment job classification. The motion passed unanimously.

Other Business

None.

ADDITIONAL REPORTS

Management

General Manager's Report

General Manager Voetberg reported that the WASWD Legislative Update was included in the Board packet for review. Mr. Voetberg reminded the Board the first Board Meeting in April would be on April 2nd at 3:00 pm and the meeting change has been noticed accordingly. Mr. Voetberg also reported staff plans to advertise for the replacement of Colson Crim beginning the week of March 26th with hopes to have the position filled in June.

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 District had an investment mature on March 12th at .75% which was reinvested at 2% and maturing in December. Parks also reported the changes to DOXO will be rolling out beginning April 16th.

Operations/Engineering Manager Matthews reported the new operations vehicle, included in the Capital Budget, was received this week. Matthews also reported the Paine Field Terminal Plans were signed and the Mukilteo Ferry Project is still waiting for attorney approval.

Wastewater Treatment Plant Manager Bridges reported the treatment plant is running well and staff is preparing for a Department of Ecology inspection later this month with the newly assigned permit writer.

Engineering

Mr. Delfel reported the Lift Station 10 Project is moving along and the contractor will begin working on the roof next week. Mr. Delfel also reported the Department of Ecology had reviewed and sent comments on the Wastewater Comprehensive Plan Amendment No. 1.

Commissioners

No report.

CONCLUDE

There being no further business, the President of the Board concluded the meeting at 7:27 p.m.



President/Commissioner Johnson



Vice President/Commissioner Rainville



Secretary/Commissioner McGrath