

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

Minutes of April 18, 2018

The Regular Meeting of the Board of Commissioners of April 18, 2018 was called to order at the District office by Commissioner Johnson at 7:02 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 April 2, 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 \$313,729.08

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	7212-7269	\$149,722.13
Water Maintenance	740	7270	1,795.79
Water Maintenance	740	ACH	30,101.41
Water Capital	746	7208	1,621.29
Wastewater Maintenance	840	7212-7269	82,678.41
Wastewater Maintenance	840	7270	2,025.05
Wastewater Maintenance	840	ACH	20,628.08
Wastewater Capital	846	7209-7211	25,156.92

**Investment Funds  
Report**      *The Board received the report.*

**DE #518  
Resolution  
No. 441-18**

*The Board accepted C and D Land Corp (DE #518) as complete.*

**BUSINESS ITEMS**

***Appeal After-Hour  
Charge***

General Manager Voetberg presented the item noting Staff received an appeal letter to an after-hours charge to Norman and Deb Webb. Through a letter, Mr. and Mrs. Webb asked the normal \$270 after-hours charge be reduce to one hour of overtime, or \$90. Mr. Voetberg noted Staff followed District policy and the miscellaneous fee schedule for the after-hours charge which requires a 3-hour overtime pay minimum for the field personnel who is called out.

General discussion occurred regarding past practices and gifting of funds.

General Manager Voetberg noted that historically, fees and charges have not been waived in these types of instances.

The Board came to a consensus not to reduce the fees and charges.

***2017 Financial  
Statements***

David Hoagland with CliftonLarsonAllen LLP presented the 2017 Financial Statement Report noting there was very little change from the previous year and the District overall financial position continues to be strong with sufficient liquidity, growing revenues and debt capacity to finance future capital improvements if necessary.

General discussion occurred with the Board acknowledging Staff for a continued good job.

***Liability Insurance***

Finance Manager Parks presented the item noting the 2017 Annual Report for Enduris was included in the meeting packet. Parks noted Enduris is anticipating a 10% rate increase the upcoming year due to higher than anticipated claims. Parks asked the Board if there was interest in reviewing other liability insurance providers at this time due to the rate increase and amount of time that has passed since the last comparison.

Commissioner Johnson noted Enduris provides a great incentive of no cost training for members and their staff.

General discussion occurred with direction for Staff to gather additional and updated information and to present the information at a future Board meeting.

**Website Design Update**

Administrative Assistant, Kendra Chapman presented the item noting the draft for the new website design is for "design only" and the content will be the next step of the project. Chapman noted the project has been moving along very well and ahead of schedule and a timeline was included in the meeting packet showing a launch date in early July.

General discussion occurred.

Commissioner McGrath recommended getting customer feedback once the new site is up and running.

**Other Business**

None.

**ADDITIONAL REPORTS**

**Management**

**General Manager's Report**

General Manager Voetberg reported the City of Mukilteo will consider increasing the franchise fee in 2019 thru 2021, as allowable within the current agreement with the District.

Mr. Voetberg reminded the Board the Annual Employee Appreciation Dinner is scheduled for April 21<sup>st</sup>.

**Customer Past Due/Aging Report**

The Board received the report.

**Discharge Monitoring Report**

The Board received the report.

**Water & Sewer Service Connection Report**

The Board received the report

**Verbal Reports**

Finance Manager Parks reported finance will begin to upload the annual financials to the State Auditor's Office.

Operations/Engineering Manager Matthews reported the Contractor for the 62<sup>nd</sup> & 93<sup>rd</sup> Place Project will begin to mob on site early next week.

Matthews reported Gray & Osborne will use a water drone to inspect Reservoir #4 on Thursday. Matthews also reported the QFC sign has been relocated from District's easement along the speedway.

Wastewater Treatment Plant Manager Bridges reported the flows have been up at the treatment plant due to the recent rain. Bridges also reported the new filtrate pump will soon be installed by Staff.

**Engineering** Mr. Delfel reported all the Wastewater Comprehensive Plan Amendment comments have been received and he is working on finishing it for final approval. Delfel also reported the Lift Station 10 project is moving along and is on schedule.

**Commissioners** Commissioner McGrath reported he enjoyed the Spring WASWD Conference. He also noted General Manager Voetberg was a guest speaker this year and did a great job.

Commissioner Rainville reported he also enjoyed the conference and found the talk on the history of water very interesting.

**CONCLUDE** There being no further business, the President of the Board concluded the meeting at 7:44 p.m.

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

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

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