

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

Minutes of May 2, 2018

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The Regular Meeting of the Board of Commissioners of May 2, 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)

Staff:  
Jim Voetberg, General Manager; Rick Matthews, Operations/Engineering Manager; Sue Parks, Finance Manager; Gil Bridges, Treatment Plant Manager; Kendra Chapman, Administrative Assistant; Jared Alexander, Water Quality/Engineering Technician

**APPROVAL OF  
AGENDA**      Motion by Commissioner Rainville, second by Commissioner McGrath to approve the agenda as revised with the addition of a discussion on declaring the failure of Lift Station No. 10 an emergency. 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 18, 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 \$314,080.07

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	7277-7305	\$23,760.34
Wastewater Maintenance	840	7277-7305	162,599.70
Wastewater Capital	846	7271-7276	127,720.03

**Payroll**      Approved Payroll in the amount of \$161,899.33

**2017 Financials**      Approved 2017 Financials.

**BUSINESS ITEMS**

**1<sup>st</sup> Quarter  
Financials**

Finance Manager Parks presented the item noting there were no unexpected deviations to the financials.

General discussion occurred. No action was needed for the item.

**Release of  
Easement**

Operations/Engineering Manager Matthews presented the item noting Staff received a request from the property owner requesting the District vacate a portion of the District's easement on his property. Mr. Matthews added the vacation of a portion of the easement would allow the property owner to obtain permits from the City to develop his property.

General discussion occurred, with a question regarding future District rights necessary to maintain and/or install new utilities in this area.

Mr. Matthews stated that should the Board approve the vacation request, the District would still have sufficient property rights to maintain and/or add additional utilities in this area. Mr. Matthews noted the District has a separate and independent easement in the private roadway immediately adjoining the easement requested to be partially vacated which by itself is sufficient for any utilities the District may require.

Motion by Commissioner McGrath, second by Commissioner Rainville to approve a partial release and termination of the District's easement identified in Snohomish County Recording Number 200602020958 over property identified as a 7.5-foot strip of land along the Southerly border of the 10-foot strip of land through Lots 7 and 8 only inclusive all in Block 71 Plat of Mukilteo, Volume 2 of Plats, 34 through 34 A, Snohomish County, Washington and authorize the District's General Manager to sign the release on behalf of the District. The motion passed unanimously.

**Declare Vehicle  
as Surplus**

Operations/Engineering Manager Matthews presented the item noting staff has received delivery of the 2018 vehicle included in the 2018 Capital Budget and is recommending the District's older 2008 Ford F-250 vehicle be declared as surplus due to its high maintenance cost.

**Resolution  
No. 442-18**

Motion by Commissioner McGrath, second by Commissioner Rainville to Adopt Resolution no. 442-18, declaring the 2008 Ford F-250 (VIN 1FTSF21R38EA62927) as surplus and authorizing the General Manager to offer the vehicle for sale at the next auction held by Jame G. Murphy Company. The motion passed unanimously.

**Award WWTF  
Aeration Blower  
Contract**

General Manager Voetberg presented the item noting it was included in the 2018 Capital Budget.

**Resolution  
No. 443-18**

Treatment Plant Manager Bridges gave a brief history about the current blowers and walked the Board through the process to change out the old blowers with the new ones.

General discussion occurred.

Motion by Commissioner Rainville to Approve Resolution No. 443-18, awarding the purchase of three aeration blowers, Capital Project No. 20-18, to Aerzen in the amount of \$202,011.00, plus applicable sales tax. The motion passed unanimously.

**Biosolids Hauling  
and Disposal  
Service  
Agreement**

General Manager Voetberg presented the item reporting that in 2017 the District went out to bid for the hauling and disposal of biosolids from the Wastewater Treatment Plant due to the rising costs from the service provider at the time. The sole responder to the request for bid was Elysian Fields and a contract for the hauling and disposal of biosolids was awarded to them. Mr. Voetberg reported the District was recently notified that effective June 1, 2018 the Department of Ecology would not allow Elysian Fields to accept biosolids from the District. Mr. Voetberg stated the inability of Elysian Fields to accept biosolids creates an emergency condition since there is insufficient time to formally bid this service. Mr. Voetberg reported Staff is recommending the District enter into an agreement with Boulder Park, the District's former biosolids hauling and disposal service provider, to haul and dispose of the District's biosolids.

**Resolution  
No. 444-18**

General discussion occurred.

Motion by Commissioner Rainville, second by Commissioner McGrath to approve resolution No. 444-18, waiving the public bidding requirements and authorizing a sole source service agreement with Boulder Park, Inc. for the hauling and disposal of biosolids. The motion passed unanimously.

**Other Business**

Mr. Voetberg reported Lift Station No. 10 experienced catastrophic damage to its electrical system on 4-24-18 and temporary bypass pumps are currently being utilized.

Operations/Engineering Manager Matthews went through the events during and after the emergency.

Mr. Matthews reported Staff is evaluating the option of getting the existing LS 10 pumps back up and running or to continue with bypass pumping and expediting construction on the new lift station. Mr. Matthews reported there have been many issues thus far with the diesel bypass pumps and Staff is

researching using one electric pump with Variable Frequency Drive (VFD) and one diesel pump.

General discussion occurred, including a discussion about purchasing a pump for future emergencies such as this.

General Manager Voetberg recognized Staff for their professionalism and dedication during this emergency event. Mr. Voetberg also recognized McClure and Sons, Inc. for the work they did to help the District during this time as well as the neighboring Districts who provided assistance.

Mr. Voetberg noted Staff had prepared thank you letters to the parties involved for the Board to sign.

Commissioner Johnson requested Staff bring a resolution to the next Board meeting to declare the Lift Station No. 10 site an emergency and to waive the bidding requirements per RCW 39.04.280(3).

## **ADDITIONAL REPORTS**

### **Management**

#### **General Manager's Report**

General Manger Voetberg reported the Everett Water User Coalition (EWUC) meeting was held on April 19<sup>th</sup> and the water supply outlook is very good due to the wet spring and deep snow pack.

Mr. Voetberg reported the District received a check from Everett in the amount of \$415,486 for prior years sewer wheeling that was adjusted due to a wheeling audit conducted by Finance and Operations.

Mr. Voetberg reported Staff will request an executive session at the next meeting to discuss a 2017 Water and Sewer Improvement Project claim by the contractor Strider Construction, Co.

#### **Capital Projects Status Report**

The Board received the report with no comment.

#### **Verbal Reports**

Treatment Plant Manager Bridges thanked the Board for awarding the Blower Aeration Contract.

Operations/Engineering Manager Matthews had no report.

### **Engineering**

Engineer Delfel reported the 62<sup>nd</sup> & 93<sup>rd</sup> PI capital project is going very well.

### **Commissioners**

Commissioner Johnson informed the Board he would not be able to attend the June 20<sup>th</sup> meeting.

**CONCLUDE**      There being no further business, the President of the Board concluded the meeting at 7:56 p.m.

  
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President/Commissioner Johnson

  
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Vice President/Commissioner Rainville

  
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Secretary/Commissioner McGrath