

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

Minutes of June 6, 2018

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The Regular Meeting of the Board of Commissioners of June 6, 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

Staff:  
Jim Voetberg, General Manager; Sue Parks, Finance Manager; Gil Bridges, Treatment Plant 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 McGrath, second by Commissioner Rainville, to approve the minutes of the regular meeting of the Board of Commissioners on May 16, 2018. 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 \$521,569.69

<u>Fund</u>	<u>SubFund No.</u>	<u>Voucher No.</u>	<u>Amount</u>
Water Maintenance	740	7361-7409	\$103,824.25
Water Maintenance	740	ACH	2,263.87
Water Capital	746	7356	1,175.00
Wastewater Maintenance	840	7361-7409	202,655.33
Wastewater Maintenance	840	ACH	5,675.22
Wastewater Capital	846	7357-7360	205,976.02

**Payroll**              Approved Payroll in the amount of \$169,364.79

## **BUSINESS ITEMS**

**Change in Wage Grade** General Manager Voetberg presented the item stating Roan Dreyer started his employment at the District in January of 2017 and since then has completed his Class B CDL Endorsement, Wastewater Collections Certification, Cross Connection Specialist Certification, Traffic Control Certification, and First Aid/CPR Card and just recently passed the Water Distribution Manager 1 test. Mr. Voetberg noted that with Roan's new certification as a Water Distribution Manager 1 he now meets the requirement to move to a Utility Services Technician III.

General discussion occurred and the Board members agreed this was a good move.

**Credit Adjustment Due to Leak** Finance Manager Parks presented the item noting all of the requirements to receive a credit adjustment for a leak were met.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Johnson to approve a credit adjustment to Greater Trinity Church and authorize the President of the Board to sign the Leak Credit Adjustment authorization form dated 5/14/18 in the total amount of \$1,026.09. The motion passed unanimously.

**Change Order No. 2 Lift Station No. 10 Project** General Manager Voetberg presented the item noting Change Order No. 2 is for McClure & Sons Inc. and Burke Electric assisting with the emergency of the Lift Station No. 10 failure.

General discussion occurred.

Motion by Commissioner McGrath, second by Commissioner Rainville to authorize Change Order No. 2 to the Lift Station 10 Replacement project agreement with McClure & Sons, Inc., and authorize the General Manager 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 Manger Voetberg reported Staff will be bringing a resolution to the Board at the next meeting in regards to fees and penalties for fire pump testing. Mr. Voetberg stated the District continues to have problems with a

few industrial businesses that have fire pumps for fire suppression who do not coordinate the testing with the District.

Mr. Voetberg noted he will be attending a conference next week and Finance Manager Parks will be Acting General Manager in his absence.

Mr. Voetberg stated it may be a good idea to set up a tour of the District facilities for the Commissioners and if there is interest to coordinate a time with Kendra.

Mr. Voetberg also reported the operations crew will be repairing a sewer line lateral stub tomorrow which was damaged several years ago when a neighboring property owner bored a new water service line to his house. Mr. Voetberg noted the bore went through the District's sewer lateral stub which only recently created a sewer back up into a house. Mr. Voetberg added Enduris has been contacted.

General discussion occurred. Commissioner Johnson stated that Attorney John Milne should be contacted.

**Capital Projects Status Report**

The Board received the report.

**Water Comparison Report**

The Board received the report.

**Verbal Reports**

Treatment Plant Manager Bridges reported the plant is running well and solids hauling by Boulder Park is going good.

**Commissioners** No report.

**CONCLUDE** There being no further business, the President of the Board concluded the meeting at 7:29 p.m.

***Absent***

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President/Commissioner Johnson

  
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Vice President/Commissioner Rainville

  
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Secretary/Commissioner McGrath