

**Board of Commissioners  
Regular Meeting Minutes  
January 18, 2023**

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**CALL TO ORDER**

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on January 18, 2023, to order at 5:00 p.m.

**ROLL CALL**

Commissioners:

Mike Dixon, President  
Mike Johnson, Vice President  
Jeff Clarke, Secretary

Staff:

Dave Barnes, General Manager  
Rick Matthews, Director of Operations and Maintenance  
Kendra Hovis, Executive Assistant/HR Administrator  
J.R. Erickson, Finance Manager  
Andrea Swisstack, Engineering Manager

Legal

Curtis Chambers, Inslee Best

**ADDITIONS OR DELETIONS FROM THE AGENDA**

None

**PUBLIC COMMENT FROM THE AUDIENCE**

None

**CONSENT AGENDA**

***Minutes:***

Regular Meeting Minutes of January 4, 2023

***Vouchers:***

<u>Date</u>	<u>Total Amount</u>
1/18/2023	\$1,120,052.89

**Motion:** Motion by Commissioner Clarke, second by Commissioner Johnson to approve the consent agenda as presented. The motion passed unanimously.

**BUSINESS ITEMS**

***Authorization of BHC 2023 Capital Projects Work***

Engineering Manager Swisstack presented the item and gave an overview of the Scope of Work and Fee Estimate.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Clarke, to authorize BHC to complete the work for the WWTF Capital Plan as outlined in the attached Scope of Work and Fee Estimate. The motion passed unanimously.

#### ***Authorization of G&O 2023 Capital Projects Work***

Engineering Manager Swisstack presented the item and gave an overview of the Scope of Work and Fee Estimate.

General discussion occurred.

Motion by Commissioner Clarke, second by Commissioner Johnson, to authorize G&O to perform work as described in the attached Scopes of Work and Fee Estimates for the two projects outlined in the Board Memorandum. The motion passed unanimously.

#### ***Authorization of Staheli 2023 Capital Projects Work***

Engineering Manager Swisstack presented the item and gave an overview of the Scope of Work and Fee Estimate.

General discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Clarke, to authorize Staheli to perform inspection and construction support for the Trenchless Pipe Rehabilitation project as outlined in the Scope of Work and Fee Estimate. The motion passed unanimously.

### **DISCUSSION ITEMS**

#### ***April 2023 Board Meeting Date***

General Manager Barnes noted that the April 5<sup>th</sup> meeting was moved to Monday, April 3<sup>rd</sup> due to the 2023 Spring WASWD Conference, however, the dates were printed incorrectly on the calendar. General Manager Barnes requested the meeting be moved to the regularly scheduled day of Wednesday, April 5<sup>th</sup>.

Motion by Commissioner Johnson, second by Commissioner Clarke, to move the April 3<sup>rd</sup> meeting back to the regularly scheduled date of April 5<sup>th</sup>. The motion passed unanimously.

### **OTHER BUSINESS**

None.

### **REPORTS**

#### ***General Manager Report***

General Manager Barnes reported on the following items:

- 2023 General Manager Goals

- 2023 Legislative Session Update
- Lift Station 8 Public Outreach Meeting
- WASWD Section III Meeting Update

Commissioner Dixon reported he met with Mr. Barnes regarding his 6-month review.

***Department Reports***

Finance Manager Erickson reported the State Auditor's Office is finishing up with the District's audit and an exit interview will be scheduled for one of the February meetings.

Engineering Manager Swisstack reported on an Interlocal Agreement with the City of Mukilteo to complete the full width paving during the Lift Station 8 project is in the works. Swisstack also reported that development seems to be picking up.

Director of Operations and Maintenance Matthews reported operations is going well and the WWTF staff is reestablishing the District's Pretreatment Program.

Executive Assistant/HR Administrator Hovis reported staff is updating the employee handbook and will have a draft to the Board for consideration in February. Hovis also reported that the GIS/Asset Management position has not yet been filled.

***Legal Report***

Attorney Chambers reported that proposed Senate Bill 5437 outlines a new process for filling Special Purpose District Commissioner vacancies.

General discussion occurred.

***Agency/Organization Reports***

<b><u>AGENCY/ORGANIZATION</u></b>	<b><u>DISTRICT REPRESENTATIVE</u></b>	<b><u>NEXT MEETING</u></b>
Everett Water Utility Committee (EWUC)	Dave Barnes	2/16/2023
Sno-King Water District Coalition	Jeff Clarke & Dave Barnes	2/13/2023
WASWD Board of Directors	Jeff Clarke	1/23/2023
WASWD Government Relations Committee	Jeff Clarke & Dave Barnes	2/9/2023
WASWD Retrospective Program Committee	J.R. Erickson	1/18/2023
WASWD Section III	Jeff Clarke & Dave Barnes	2/14/2023
Water and Sewer Risk Management Pool (WSRMP)	Mike Johnson	2/17/2023
Water Utility Coordinating Committee (WUCC)	Dave Barnes	2/8/2023

### **Commissioner Reports**

Commissioner Dixon requested to represent the District at the Puget Sound Regional Council adding it to the list of affiliated agencies and organizations; Commissioner Clarke and Commissioner Johnson agreed.

### **EXECUTIVE SESSION**


At 5:55 p.m. Commissioner Dixon called an executive session to review the performance of a public employee with legal counsel present per RCW 42.30.110 section 1(g), stating the session would last for five minutes. All three Commissioners, General Manager Barnes, Finance Manager Erickson, and Attorney Chambers were in present in the executive session. At 6:00 p.m. the executive session concluded, and the open public meeting resumed. No action was taken.

### **ADJOURN**

There being no further business, the meeting was adjourned at 6:00 p.m.

  
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Commissioner Clarke

  
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Commissioner Dixon

  
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Commissioner Johnson