

**Board of Commissioners
Regular Meeting Minutes
January 3, 2024**

CALL TO ORDER

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on January 3, 2024, 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

OATH OF OFFICE

Executive Assistant/HR Administrator Hovis administered the Oath of Office for Mukilteo Water and Wastewater District Commissioner Position 3 – Mike Johnson.

ELECTION OF OFFICERS

A discussion occurred concerning the annual election of officers with the Board's decision, moving forward, to conduct the election of officers at the last Board meeting of each year.

Motion by Commissioner Clarke, second by Commissioner Dixon, to adopt Resolution 623-24 naming Mike Johnson as President, Jeff Clarke as Vice-President, and Mike Dixon as Secretary for the calendar year 2024. The motion passed unanimously.

ADDITIONS OR DELETIONS FROM THE AGENDA

General Manager Barnes added Business Item 8.3 InsleeBest Agreement for Legal Services.

PUBLIC COMMENT FROM THE AUDIENCE

None

CONSENT AGENDA

Minutes:

Regular Meeting Minutes of November 15, 2023.

Vouchers:

<u>Date</u>	<u>Total Amount</u>
12/20/2023	\$401,043.43
1/3/2024	\$42,084.67

Benefits:

<u>Date</u>	<u>Total Amount</u>
December 2023	\$101,930.99

Payroll:

<u>Date</u>	<u>Total Amount</u>
December 2023	\$240,611.51

Approve and Authorize:

Developer Extension #575 Mukilteo Elementary – 2600 Mukilteo Speedway

Accept as Complete:

Developer Extension 569 Sohi Residence – 921 4th Street (Resolution 621-24)

Motion: Motion by Commissioner Clarke, second by Commissioner Dixon

BUSINESS ITEMS

Financial Services On-Call Agreement

Finance Manager Erickson presented the item, giving an overview of the financial services needed and the selection process.

Motion by Commissioner Dixon, second by Commissioner Clarke, to approve the Agreement for Financial Services with FCS Group and authorize the General Manager to execute the agreement. The motion passed unanimously.

Water and Wastewater Rate Resolution Correction

Finance Manager Erickson presented the item, noting a correction to the Water and Wastewater Rate Resolution.

Motion by Commissioner Clarke, second by Commissioner Dixon, to adopt Resolution No. 622-24, amending Exhibit A, Table 2 in Resolution No. 591-22. The motion passed unanimously.

InsleeBest Agreement for Legal Services

General Manager Barnes presented the item, noting the agreement is the same as the previous agreement.

Motion by Commissioner Dixon, second by Commissioner Clarke, to approve the agreement for legal services as presented and authorize the General Manager to sign on behalf of the District. The motion passed unanimously.

DISCUSSION ITEMS

Teleworking Policy and Agreement

General Manager Barnes presented the item for discussion, noting that the item will be brought back to the next meeting for an in-depth discussion.

OTHER BUSINESS

Executive Assistant/HR Administrator Hovis noted a discrepancy on the Board Meeting calendar previously approved that will be corrected and brought back to the Board for approval at a future meeting.

REPORTS

General Manager Report

General Manager Barnes reported on the following:

- Snohomish County Transfer Station Agreement
- Development Standards and Technical Specifications
- Board of Commissioner Compensation Increase

Department Reports

Engineering Manager Swisstack reported on upcoming scopes and fees for projects.

Finance Manager Erickson reported the State Auditor's Exit Conference is scheduled for the next Board meeting on January 17th.

Executive Assistant/HR Administrator Hovis had no report.

Director of Operations and Maintenance Matthews reported on a water main break that Operations is wrapping up.

Legal Report

No report.

Commissioner Reports

No report.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:46 p.m.



 Commissioner Johnson, President



 Commissioner Clarke, Vice-President



 Commissioner Dixon, Secretary