

**Board of Commissioners  
Regular Meeting Minutes  
February 15, 2023**

---

**CALL TO ORDER**

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on February 15, 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

Legal

Curtis Chambers, Inslee Best

**ADDITIONS OR DELETIONS FROM THE AGENDA**

General Manager Barnes requested item 5.4 be removed from the agenda.

Motion by Commissioner Johnson, second by Commissioner Clarke, to amend the agenda by removing item 5.4. The motion passed unanimously.

**PUBLIC COMMENT FROM THE AUDIENCE**

None

**CONSENT AGENDA**

***Minutes:***

Regular Meeting Minutes of February 1, 2023

***Vouchers:***

<u>Date</u>	<u>Total Amount</u>
2/15/2023	\$299,549,80

**Developer Extension**

Approve DE 562 – Greenwood Heating Airport Rd. & Holly Dr.

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

**BUSINESS ITEMS**

***Interlocal Agreement with City of Mukilteo for Construction Contribution***

Director of Operations and Maintenance Matthews presented the item in Engineering Manager Swisstack's absence.

Motion by Commissioner Clarke, second by Commissioner Johnson,  
Motion passed unanimously.

***Approve 2023 Interlocal Agreement Construction Contribution Projects***

Director of Operations and Maintenance Matthews presented the item in Engineering Manager Swisstack's absence.

Motion by Commissioner Clarke, second by Commissioner Johnson,  
Motion passed unanimously.

**DISCUSSION ITEMS**

***Vehicle Purchase Update***

Maintenance truck used to pull submersible pumps and used for multiple things items at the WWTF.

Surplus 2 and replacing 1, fall within capital budgeted amount, no amendment needed.

***Commissioner Handbook Update  
Section 2.4 Compensation***

General Manager Barnes gave a brief overview of the suggested edits to Section 2.4.

General discussion occurred.

Work with attorney to clarify language.

***Airport Road Transfer Station Infrastructure Update***

General Manager Barnes gave an update on the Airport Road Transfer Station Infrastructure meeting with Snohomish County.

**OTHER BUSINESS**

None.

## REPORTS

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

General Manager Barnes reported on the following items:

- WASWD Legislative Update
- Lift Station 10 Property Appraisal

### ***Department Reports***

Finance Manager Erickson reported the State Auditor's Exit conference is scheduled for the March 1<sup>st</sup> Board meeting. Possible changes to the Shut Off policy and process.

Director of Operations and Maintenance Matthews noted the Capital Project Status report included in the agenda packet.

Executive Assistant/HR Administrator Hovis reported WAPRO sheet and open position.

DooM 2022 Annual Biosolids Report certified, passed SOUR test,

### ***Legal Report***

Attorney Chambers no report.

### ***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	3/13/2023
WASWD Board of Directors	Jeff Clarke	2/27/2023
WASWD Government Relations Committee	Jeff Clarke & Dave Barnes	3/9/2023
WASWD Retrospective Program Committee	J.R. Erickson	3/7/2023
WASWD Section III	Jeff Clarke & Dave Barnes	3/14/2023
Water and Sewer Risk Management Pool (WSRMP)	Mike Johnson	2/17/2023
Water Utility Coordinating Committee (WUCC)	Dave Barnes	5/10/2023


### ***Commissioner Reports***

Commissioner Clarke reported on the West Seattle overflow of sewage into Puget Sound due to power failure.

**ADJOURN**

There being no further business, the meeting was adjourned at 6:18 p.m.

  
\_\_\_\_\_  
Commissioner Clarke

  
\_\_\_\_\_  
Commissioner Dixon

  
\_\_\_\_\_  
Commissioner Johnson