

**Board of Commissioners  
Regular Meeting Minutes  
March 1, 2023**

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**CALL TO ORDER**

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on March 1, 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 & Maintenance  
Kendra Hovis, Executive Assistant/HR Administrator  
J.R. Erickson, Finance Manager  
Andrea Swisstack, Engineering Manager  
Mickie Cooper, Accounting Supervisor

Legal

Curtis Chambers, Inslee Best

State Auditor's Office

Kristiana Baylor  
Amanda Robinson  
Christos Kokkovas

**ADDITIONS OR DELETIONS FROM THE AGENDA**

None

**PUBLIC COMMENT FROM THE AUDIENCE**

**State Auditor's Office Exit Conference**

Representatives from the State Auditor's Office gave a final report of the 2020 - 2021 Financial Statements and Accountability Audit. The report showed a clean audit.

**EXECUTIVE SESSION**

Board President Dixon called an Executive Session at 5:22 p.m. to review the performance of a public employee per RCW 42.30.110 section 1(g), stating the session would last for fifteen minutes. All three commissioners were present in the executive session. At 5:37 p.m. the executive session was extended ten minutes. At 5:47 p.m. the executive session ended, and the open public meeting resumed. No action was taken.

**CONSENT AGENDA**

***Minutes:***

Regular Meeting Minutes of February 15, 2022

***Vouchers:***

<u>Date</u>	<u>Total Amount</u>
3/1/2023	\$196,712.42

**Accept as Complete:**

Resolution No. 597-23  
DE 541 MV5, LLC – 930 2<sup>nd</sup> St

**Benefits:**

February \$98,108.04

**Payroll:**

February \$214,800.65

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

**BUSINESS ITEMS**

**Authorize Vehicle Surplus**

General Manager Barnes presented the item noting that staff reviewed the District's current vehicle inventory and proposes to surplus vehicle #3 (2011 Ford Escape) and vehicle #1 (2010 Chevrolet Silverado).

Motion by Commissioner Johnson, second by Commissioner Clarke, to adopt Resolution No. 599-23, declaring the 2011 Ford Escape & 2010 Chevrolet Silverado, owned by the District, as surplus; authorizing the General Manager to offer the vehicle for sale at auction by James G. Murphy Company. The motion passed unanimously.

**Commissioner Handbook Update – Section 2.4 Compensation**

General Manager Barnes presented the item noting Executive Assistant/HR Administrator Hovis and District legal council worked on the requested edits to Section 2.4 – Compensation of the Commissioner's Handbook as requested by the Board.

General discussion occurred.

Motion by Commissioner Clarke, second by Commissioner Johnson to adopt Resolution No. 600-23, updating the Commissioner's Handbook and repealing Resolution No. 581-22. The motion passed unanimously.

**Delinquent, Lien, and Foreclosure Policy**

Finance Manager Erickson presented the item giving an overview of the proposed changes.

General discussion occurred.

Motion by Commissioner Clarke, second by Commissioner Johnson to adopt Resolution No. 601-23, updating the Delinquent, Lien, and Foreclosure Policy. The motion passed unanimously.

**Award 2023 Water System Improvements – Old Town Phase (22-01)**

Engineering Manager Swisstack presented the item giving an overview of the project recommending award to the low bidder Shoreline Construction, Inc.

Motion by Commissioner Johnson, second by Commissioner Clarke to adopt Resolution No. 602-23, awarding the 2023 Water System Improvements – Old Town Phase 2 project (22-01) to Shoreline Construction Company in the amount of \$1,122,572.42, including applicable sales tax. The motion passed unanimously.

## **DISCUSSION ITEMS**

None.

## **OTHER BUSINESS**

None.

## **REPORTS**

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

*General Manager Barnes reported on the following:*

- 2023 Legislative Update
- City of Everett Tolling Agreement
- Snohomish County Transfer Station Agreement
- Snohomish County Franchise Agreement
- Dish Wireless Agreements

### ***Department Reports***

Engineering Manager Swisstack reported on the following:

- Nutrient Grant Program

Finance Manager Erickson had no report.

Executive Assistant/HR Manager Hovis had no report.

Director of Operations and Maintenance Matthews had no report.

### ***Legal***

Attorney Chambers had no report.

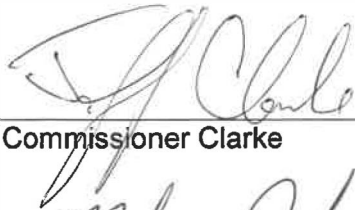
### ***Commissioners***

Commissioner Clarke gave an overview of the WASWD Retrospective program and possible upcoming changes.

Commissioner Dixon requested clarification on attending the Puget Sound Regional Council meetings on behalf of the District and membership. The Board clarified that Commissioner Dixon would attend the meetings per the Commissioner Handbook and a membership was not needed at this time.

**ADJOURN**

There being no further business, the meeting was adjourned at 6:10 p.m.



Commissioner Clarke



Commissioner Dixon



Commissioner Johnson