

**Board of Commissioners  
Regular Meeting Minutes  
April 5, 2023**

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**CALL TO ORDER**

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on April 5, 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

**ADDITIONS OR DELETIONS FROM THE AGENDA**

General Manager Barnes removed item 5.6 Puget Sound Nutrient Reduction Program Funding – Grant Acceptance from the agenda.

**PUBLIC COMMENT FROM THE AUDIENCE**

None.

**CONSENT AGENDA**

***Minutes:***

Regular Meeting Minutes of March 15, 2023.

***Vouchers:***

<u>Date</u>	<u>Total Amount</u>
4/5/2023	\$122,635.40

***Approve and Authorize:***

DE 564 – 106<sup>th</sup> Everett Townhomes (321 106<sup>th</sup> St SW, Everett)

***Benefits:***

March	\$97,647.05
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***Payroll:***

March	\$212,587.76
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**Motion:** Motion by Commissioner Johnson, second by Commissioner Clarke to approve the consent agenda as presented. The motion passed unanimously.

**BUSINESS ITEMS**

### **Lift Station 8 Upgrade Project Increase**

Engineering Manager Swisstack presented the item noting that Gray & Osborne attributed many of the cost increases to inflation and the rising costs of construction in the industry as well as a few design modifications.

A general discussion occurred about adding language to the Capital Budget to allow room in the whole budget instead of each project individually.

Further discussion included adding a contingency total of \$310,000 to the project.

Motion by Commissioner Johnson, second by Commissioner Clarke to approve a budget increase of \$310,000 for the Lift Station 8 Upgrade Project (22-04). The motion passed unanimously.

### **GIS Coordinator Job Description**

Engineering Manager Swisstack presented the item giving an update on the recruitment for the GIS and Asset Management Coordinator position.

A general discussion occurred regarding adding a GIS Coordinator job description to allow both positions to be advertised concurrently, hiring the best candidate that fits one of the two job descriptions.

Motion by Commissioner Johnson, second by Commissioner Clarke to approve the new job description of GIS Coordinator and place the position at Grade 15 on the District's Salary Matrix, The motion passed unanimously.

### **Revise Salary Matrix for Seasonal Employees**

#### **Resolution No. 605-23**

General Manager Barnes presented the item recommending the Board approve increasing the current seasonal wage rate to be more competitive and better reflect the industry.

Motion by Commissioner Clarke, second by Commissioner Johnson to adopt Resolution No. 605-23, revising the 2023 Wage Salary Matrix to increase the seasonal employee wage rate to a \$20.00 to \$23.00 range. The motions passed unanimously.

### **CliftonLarsonAllen LLP Agreement**

Finance Manager Erickson presented the item noting the District has been pleased with the work by CliftonLarsonAllen LLP and recommends the Board approve the five-year agreement.

Motion by Commissioner Johnson, second by Commissioner Clarke to authorize General Manager to execute the agreement for consulting services between the District and CliftonLarsonAllen LLP in an amount not to exceed \$28,098.00 for the 2022 accounting period. The motion passed unanimously.

### **Sewer Service Agreement with the City of Everett for 22XX 100<sup>th</sup> Street SW, Everett**

#### **Resolution No. 606-23**

Engineering Manager Swisstack presented the item giving an overview of the sewer service agreement with the City of Everett.

A general discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Clarke to approve Resolution No. 607-23, authorizing the General Manager to execute the sewer service agreement with the City of Everett to allow the District to provide sewer service to parcels 28041400300700 and 28041400300400. The motion passed unanimously.

## **DISCUSSION ITEMS**

### **Employee Policy Handbook**

General Manager Barnes presented the item and gave an overview of the summary of changes included in the agenda packet.

A general discussion occurred. Staff noted that the handbook will be brought back to the next meeting for further discussion and/or adoption.

## **OTHER BUSINESS**

None.

## **REPORTS**

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

*General Manager Barnes reported on the following:*

- 2023 Legislative Update
- Snohomish County Transfer Agreement Update
- Snohomish County Franchise Agreement Update

### ***Department Reports***

Engineering Manager Swisstack reported on the following:

- 2023 WSI Project Update

Finance Manager Erickson reported on the following:

- Wholesale Rate Update

Executive Assistant/HR Manager Hovis reported on the following:

- WASWD's new Administrators Meeting

Director of Operations and Maintenance Matthews reported on the following:

- Operations staff are Sewer Cleaning & TV'ing the lines.
- WWTF staff are working on the NPDES Permit.

### ***Commissioners***

The Commissioners had no report.

**ADJOURN**

There being no further business, the meeting was adjourned at 5:55 p.m.

  
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President Dixon

  
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Vice President Johnson

  
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Secretary Clarke