

**Board of Commissioners
Regular Meeting Minutes
April 19, 2023**

CALL TO ORDER

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on April 19, 2023, to order at 5:07 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

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 April 5, 2023

Vouchers:

<u>Date</u>	<u>Total Amount</u>
3/15/2023	\$451,106.52

Approve & Authorize

DE 561 Project Supersonic, 2200 100th Street SW, Everett, WA
DE 566 FTV Hangar, Paine Field Airport

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

BUSINESS ITEMS

***WWTF Solids Building Dewatering Improvements (52-20) Final Acceptance
Resolution No. 608-23***

Engineering Manager Swisstack presented the item and a general discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Clarke, to adopt Resolution No. 608-23, granting final acceptance of the WWTF Solids Building Dewatering Improvements project (52-20) as performed by Interwest Construction, Inc., and establish the statutory 45-day lien period. The motion passed unanimously.

Puget Sound Nutrient Reduction Program Funding Grant Acceptance

General Manager Barnes presented the item noting the grant was discussed at previous meetings and staff are now asking for authorization from the Board to accept the grant.

A general discussion occurred.

Motion by Commissioner Clarke, second by Commissioner Johnson, authorizing the District's General Manager to sign and execute the Puget Sound Nutrient Reduction Grant agreement with the Department of Ecology on behalf of the Board of Commissioners. The motion passed unanimously.

Award Landscape Maintenance and Tree Services Contract Resolution No. 607-23

General Manager Barnes presented the item noting the funding had been budgeted and that the RFP and contract had been reviewed by District Counsel.

Motion by Commissioner Johnson, second by Commissioner Clarke, to adopt Resolution No. 607-23, awarding the Landscape Maintenance and Tree Services Contract to W Business Solutions LLC dba Transblue in the amount of \$24,166.10, per year, including state sales tax. The motion passed unanimously.

DISCUSSION ITEMS

Website Design Presentation

Executive Assistant/HR Administrator Hovis presented the updated design of the District website and a general discussion occurred.

1st Quarter Financial Statements

Finance Manager Erickson presented the 1st Quarter Financial Statements giving a brief overview of the District's financials.

Employee Policy Manual

General Manager Barnes gave an overview of recent edits from Commissioner Clarke's review and comments on the handbook.

A general discussion occurred about further edits needed. General Manager Barnes noted that staff would make the changes and bring the handbook to the next Board meeting for further discussion and possible adoption by the Board.

OTHER BUSINESS

General Manager Barnes requested the May 3rd meeting be canceled.

Motion by Commissioner Johnson, second by Commissioner Clarke, to cancel the May 3rd meeting. The motion passed unanimously.

Motion by Commissioner Johnson, second by Commissioner Clarke, to authorize General Manager to pay invoices before the next Board meeting. The motion passed unanimously.

REPORTS

General Manager Report

General Manager Barnes reported on the following items:

- 2023 Legislative Session Update
- Snohomish County Transfer Station Agreement
- Snohomish County Franchise Agreement
- Dish Wireless Agreement
- 2023 WASWD Spring Conference & Trade Show

Department Reports

Engineering Manager Swisstack gave a brief update on the Capital Improvement projects.

Finance Manager Erickson reported the 2023 WASWD Spring conference contained good content and he enjoyed attending.

Executive Assistant/HR Administrator Hovis had no report.

Director of Operations and Maintenance Matthews gave a brief update regarding Operations and the WWTF.

Legal Report

Attorney Chambers reported on the resolution of the Westwater Construction Case on prevailing wages, stating that the Director of the Department of Labor and Industries overturned his staff's decision and ruled in favor of Westwater and the various water utilities. Chambers noted that there is a 30-day appeal window.

Agency/Organization Reports


<u>AGENCY/ORGANIZATION</u>	<u>DISTRICT REPRESENTATIVE</u>	<u>NEXT MEETING</u>
Everett Water Utility Committee (EWUC)	Dave Barnes	4/20/2023
Sno-King Water District Coalition	Jeff Clarke & Dave Barnes	5/8/2023
WASWD Board of Directors	Jeff Clarke	4/24/2023
WASWD Government Relations Committee	Jeff Clarke & Dave Barnes	5/11/2023
WASWD Section III	Jeff Clarke & Dave Barnes	5/9/2023
Water and Sewer Risk Management Pool (WSRMP)	Mike Johnson	4/21/2023
Water Utility Coordinating Committee (WUCC)	Dave Barnes	5/10/2023


Commissioner Reports


Commissioner Johnson reported that there were more continuing education credits at the Spring WASWD conference.

ADJOURN

There being no further business, the meeting was adjourned at 6:31 p.m.


 Commissioner Dixon, President


 Commissioner Johnson, Vice President


 Commissioner Clarke, Secretary