

**Board of Commissioners
Regular Meeting Minutes
May 17, 2023**

CALL TO ORDER

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on May 17, 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

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 May 17, 2023

Vouchers:

<u>Date</u>	<u>Total Amount</u>
5/3/2023	\$1,439,264.09
5/17/2023	\$796,014.67

Payroll:

April	\$212,596.27
-------	--------------

Benefits:

April	\$97,591.31
-------	-------------

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

BUSINESS ITEMS

***Vehicle Purchase
Resolution No. 609-23***

General Manager Barnes presented the item and gave a brief overview. Attorney Chambers explained the legal aspect of the special market conditions regarding competitive bid requirements.

A general discussion occurred.

Motion by Commissioner Johnson, second by Commissioner Clarke, to approve the revised resolution 609-23, ratifying the decision of the District to waive the competitive bidding process in the procurement of the vehicle due to special market conditions. The motion passed unanimously.

Retrospective Rating Plan Agreement

General Manager Barnes presented the item, and Finance Manager Erickson gave a brief overview of changes to the proposed agreement.

Motion by Commissioner Johnson, second by Commissioner Clarke, to authorize the General Manager to sign the updated Retrospective Rating Plan Agreement. The motion passed unanimously.

***Employee Handbook
Resolution No. 610-23***

General Manager Barnes presented the item noting the last minor changes to the employee handbook.

Motion by Commissioner Johnson, second by Commissioner Clarke, to adopt Resolution 610-23, rescinding Resolution 514-20, approving the new Employee Handbook. The motion passed unanimously.

City of Mukilteo Interlocal Agreement – 61st PI West Sewer

Engineering Manager Swisstack presented the item, briefly summarized the interlocal agreement, and confirmed that the agreement aligned with the current franchise agreement.

Motion by Commissioner Clarke, second by Commissioner Johnson, to approve and authorize the General Manager to sign the Interlocal Agreement between the City of Mukilteo and the District. The motion passed unanimously.

DISCUSSION ITEMS

Lift Station 10 Presentation

Director of Operations and Maintenance Matthews and Engineering Manager Swisstack gave a presentation regarding issues discovered at Lift Station 10. Staff discussed plans to evaluate and resolve the problems.

WASWD Section III	Jeff Clarke & Dave Barnes	6/13/2023
Water and Sewer Risk Management Pool (WSRMP)	Mike Johnson	5/19/2023
Water Utility Coordinating Committee (WUCC)	Dave Barnes	8/9/2023

Commissioner Reports

Commissioner Johnson noted adding the GM's review to the agenda as an executive session for the first meeting in June.

ADJOURN

There being no further business, the meeting was adjourned at 6:00 p.m.



Commissioner Dixon, President



Commissioner Johnson, Vice President



Commissioner Clarke, Secretary

OTHER BUSINESS

None.

REPORTS

General Manager Report

General Manager Barnes reported on the following items:

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

Department Reports

Engineering Manager Swisstack noted the CIP update in the agenda packet and reported that the 2023 Water Systems Improvement project is wrapping up.

Finance Manager Erickson reported that the District received an email regarding sewer service at Paine Field Airport. Erickson also noted that the financial statements will be presented at the next board meeting, and the new shutoff date is scheduled for May 31st.

Executive Assistant/HR Administrator Hovis reported that a conditional offer was made and accepted for the GIS Coordinator position. Hovis also said staff would participate in the Touch-a-Truck event at Lighthouse Park on May 20th.

Director of Operations and Maintenance Matthews gave an update regarding Operations and the Wastewater Treatment Facility.

Legal Report

No report.

Agency/Organization Reports

<u>AGENCY/ORGANIZATION</u>	<u>DISTRICT REPRESENTATIVE</u>	<u>NEXT MEETING</u>
Everett Water Utility Committee (EWUC)	Dave Barnes	6/15/2023
Puget Sound Regional Council	Mike Dixon	6/1/2023
Sno-King Water District Coalition	Jeff Clarke & Dave Barnes	6/12/2023
WASWD Board of Directors	Jeff Clarke	5/22/2023
WASWD Government Relations Committee	Jeff Clarke & Dave Barnes	6/8/2023