

**Board of Commissioners
Regular Meeting Minutes
June 7, 2023**

CALL TO ORDER

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on June 7, 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 – amended with Commissioner Clarke’s comments

Vouchers:

<u>Date</u>	<u>Total Amount</u>
6/7/2023	1,486,319.44

Benefits:

<u>Date</u>	<u>Total Amount</u>
May 2023	\$98,180.50

Payroll:

<u>Date</u>	<u>Total Amount</u>
May 2023	\$213,114.46

Approve & Authorize

DE 568 Paine Field – Taxilane Echo (10630 36th PI W) – Approve and Authorize

Accept as Complete

DE 539 Alaska Airlines Crew Bldg. (3102 100th St SW) – Accept as Complete
Resolution No. 611-23

DE 542 Electroimpact Bldg. J (11215 47th Ave. W) – Accept as Complete
Resolution No. 612-23

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

BUSINESS ITEMS

CliftonLarsonAllen Financial Statements Presentation

Finance Manager Erickson introduced Dave Hoagland of CliftonLarsonAllen, who virtually presented the 2022 financial statements.

2023 Water System Improvements (22-01) – Change Order No. 1

Engineering Manager Swisstack presented the item giving a brief overview of the items included in the change order.

Motion by Commissioner Johnson, second by Commissioner Clarke, to approve Change Order No. 1 to the 2023 Water System Improvements project and authorize the General Manager to execute the change order on behalf of the District. The motion passed unanimously.

Snohomish County Transfer Station Sewage Disposal Agreement Amendment No. 2

General Manager Barnes presented the item noting that an extension of the current sewage disposal agreement is needed due to the complexity and timelines needed to review and approve a successor agreement.

Motion by Commissioner Clarke, second by Commissioner Johnson, to authorize the General Manager to sign Amendment No. 2 of the Snohomish County Transfer Station Sewage Disposal Agreement. The motion passed unanimously.

DISCUSSION ITEMS

July 5th Board Meeting

General Manager Barnes requested that the July 5th meeting be canceled.

Motion by Commissioner Johnson, second by Commissioner Clarke, to cancel the July 5th Board meeting. The motion passed unanimously.

OTHER BUSINESS

None.

REPORTS

General Manager Report

General Manager Barnes reported that the District participated in the City of Mukilteo's Annual Touch-A-Truck event.

Department Reports

Engineering Manager Swisstack gave a brief update on the District's capital projects.

Finance Manager Erickson reported that he would be presenting updated policies regarding Accounts Payable and Delinquent, Lien, and Foreclosures.

Executive Assistant/HR Administrator Hovis reported on the seasonal employees and GIS Coordinator position.

Director of Operations and Maintenance Matthews reported that the Ford F550 had been delivered; however, the truck bed is on backorder.

Legal Report

No report.

Commissioner Reports

Commissioner Clarke will be attending the June 21st Board meeting virtually.

EXECUTIVE SESSION (per RCW 42.30.110 section (i) for the purpose of considering potential litigation)

At 5:21 p.m. Commissioner Dixon called an executive session for the purpose of considering potential litigation with legal counsel present per RCW 42.30.110 section (i), stating the session would last for fifteen minutes. All three Commissioners, General Manager Barnes, Executive Assistant/HR Administrator Hovis, Director of Operations and Maintenance Matthews, Engineering Manager Swisstack, Finance Manager Erickson, and Attorney Chambers were present in the executive session. At 5:36 p.m., the executive session concluded, and the open public meeting resumed. No action was taken.


EXECUTIVE SESSION (per RCW 42.30.110 section (g) to review the performance of an employee)

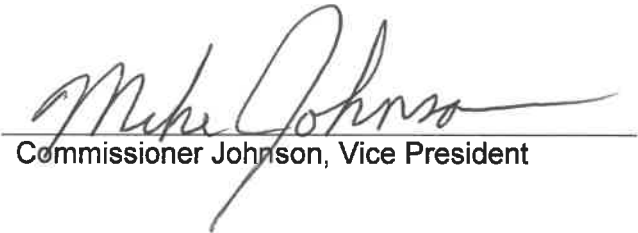
At 5:40 p.m. Commissioner Dixon called an executive session to review an employee's

performance per RCW 42.30.110 section (g), stating the session would last for ten minutes. All three Commissioners and General Manager Barnes were present in the executive session. At 5:50 p.m., the executive session was extended by five minutes and concluded at 5:55 p.m. The open public meeting resumed. Motion by Commissioner Johnson, second by Commissioner Clarke, to increase the General Manager's contract by 5% beginning on July 1, 2023, and adjust the contract to reflect the June Consumer Price Index – Cost of Living Adjustment. The motion passed unanimously.

ADJOURN

There being no further business, the meeting was adjourned at 5:57 p.m.


Commissioner Dixon, President


Commissioner Johnson, Vice President


Commissioner Clarke, Secretary