

**Board of Commissioners
Regular Meeting Minutes
June 21, 2023**

CALL TO ORDER

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on June 21, 2023, to order at 5:00 p.m.

ROLL CALL

Commissioners:

Mike Dixon, President
Mike Johnson, Vice President
Jeff Clarke, Secretary (Virtual)

Staff:

Dave Barnes, General Manager
Rick Matthews, Director of Operations & Maintenance
Kendra Hovis, Executive Assistant/HR Administrator
J.R. Erickson, Finance Manager

Legal

Curtis Chambers, Inslee Best

Engineering

Cameron Ochiltree, BHC Consultants, LLC.
Eric Delfel, Gray & Osborne, Inc.

ADDITIONS OR DELETIONS FROM THE AGENDA

None

PUBLIC COMMENT FROM THE AUDIENCE

None

CONSENT AGENDA

Minutes:

Regular Meeting Minutes of June 7, 2023

Vouchers:

<u>Date</u>	<u>Total Amount</u>
3/15/2023	\$355,767.92

Approve & Authorize

DE 563 Horizon Estates – 1401 West Horizon Drive, Mukilteo

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

BUSINESS ITEMS

***Lift Station 10 Cavitation Consultant Contract
Eric Delfel, Gray & Osborne, Inc.***

Director of Operations and Maintenance Matthews presented the item and briefly summarized the project.

Eric Delfel gave background information about the Lift Station Upgrade project regarding the cavitation issue.

Motion by Commissioner Johnson, second by Commissioner Clarke, authorize G&O to complete the work to address the Lift Station 10 cavitation as outlined in the attached Scope of Work and Fee Estimate. The motion passed unanimously.

***Lift Station 10 Corrosion Consultant Contract
Cameron Ochiltree, BHC Consultants, LLC.***

Director of Operations and Maintenance Matthews presented the item and briefly summarized the project.

Cameron Ochiltree gave an overview of the scope of work regarding the corrosion issue.

Motion by Commissioner Johnson, second by Commissioner Clarke, to authorize BHC to complete the work to address the Lift Station 10 corrosion as outlined in the attached Scope of Work and Fee Estimate. The motion passed unanimously.

***Authorizing the General Manager to Approve Accounts Payable
Resolution No. 613-23***

Finance Manager Erickson presented the item and requested the Board formalize a resolution to authorize the District's General Manager to Approve Accounts Payable, in the event there is no Board meeting, to be approved by the Board at the next meeting.

Motion by Commissioner Johnson, second by Commissioner Clarke, to adopt Resolution No. 613-23, authorizing the District's General Manager to approve Accounts Payable payments and repeal sections 4 and 5 of Resolution 246-12. The motion passed unanimously.

***Delinquent, Lien, and Foreclosure Policy Update
Resolution No. 614-23***

Finance Manager Erickson presented the item, noting that Washington State passed House Bill 1329, restricting water service termination to residential customers during heat-related alerts issued by the National Weather Service.

General Manager Barnes noted he attended a meeting regarding the issue, and the staff's proposal aligns with what other neighboring entities are doing.

Motion by Commissioner Johnson, second by Commissioner Clarke, to adopt Resolution No. 614-23 updating the Delinquent, Lien, and Foreclosure Policy. The motion passed unanimously.

DISCUSSION ITEMS

None.

OTHER BUSINESS

None.

REPORTS

General Manager Report

General Manager Barnes reported on the following items:

- Lift Station 10 Property closed on 6/20/2023
- Snohomish County Franchise Agreement update
- Staff will begin updating the District's Administrative Code along with the Developer Extension Standards and Specifications

Department Reports

Director of Operations and Maintenance Matthews noted that the Engineering update is included in the agenda packet.

Finance Manager Erickson had no report.

Executive Assistant/HR Administrator Hovis reported new GIS Coordinator started on 6/20/2023.

Director of Operations and Maintenance Matthews reported that the parking lot maintenance had been completed, and the WWTF parking lot will be resealed over the upcoming weekend.

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	7/17/2023
Puget Sound Regional Council	Mike Dixon	7/1/2023
Sno-King Water District Coalition	Jeff Clarke & Dave Barnes	8/14/2023
WASWD Board of Directors	Jeff Clarke	6/26/2023
WASWD Government Relations Committee	Jeff Clarke & Dave Barnes	7/13/2023
WASWD Section III	Jeff Clarke & Dave Barnes	7/11/2023
Water and Sewer Risk Management Pool (WSRMP)	Mike Johnson	7/21/2023
Water Utility Coordinating Committee (WUCC)	Dave Barnes	8/9/2023


Commissioner Reports

Commissioner Dixon said he would no longer attend the Puget Sound Regional Council due to the content not being relevant to the District.


Commissioner Clarke reported on his attendance at the ACE-23 Conference.

ADJOURN

There was no further business, so the meeting was adjourned at 5:32 p.m.



Commissioner Dixon, President



Commissioner Johnson, Vice President



Commissioner Clarke, Secretary