

**Board of Commissioners
Regular Meeting Minutes
October 18, 2023**

CALL TO ORDER

Commissioner Dixon called the Regular Meeting of the Board of Commissioners on August 16, 2023, to order at 5:00 p.m.

ROLL CALL

Commissioners:

Mike Dixon, President
Mike Johnson, Vice President

Staff:

Dave Barnes, General Manager
Andrea Swisstack, Engineering Manager
Kendra Hovis, Executive Assistant/HR Administrator

Legal

Curtis Chambers, InsleeBest

Engineering

Cameron Ochiltree, BHC Consultants

Motion by Commissioner Johnson, second by Commissioner Dixon, to excuse Commissioner Clarke from the meeting. The motion passed.

ADDITIONS OR DELETIONS FROM THE AGENDA

General Manager Barnes requested to add the following items:

7.1 Lift Station 10 Corrosion Presentation

PUBLIC COMMENT FROM THE AUDIENCE

None

CONSENT AGENDA

Minutes:

Regular Meeting Minutes of September 6, 2023

Vouchers:

<u>Date</u>	<u>Total Amount</u>
September 20, 2023	\$ 2,097,524.64
October 4, 2023	\$ 53,885.66
October 18, 2023	\$ 705,446.11

Payroll

September	\$ 228,826.12
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Benefits

September \$ 99,026.56

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

BUSINESS ITEMS

2024 Vehicle Replacement Pre-Order

General Manager Barnes presented the item, noting that due to low inventory, staff have previously ordered new replacement vehicles in the fall through the Department of Enterprise Services. The 2024 proposed budget includes purchasing two new vehicles. The vehicles are ordered in the fall with payment and delivery after the first of the year.

A motion by Commissioner Johnson, second by Commissioner Dixon, to authorize the General Manager to pre-order the two replacement vehicles included in the proposed 2024 Capital Budget. The motion passed.

DISCUSSION ITEMS

Lift Station 10 Corrosion Update

Engineering Manager Swisstack presented the item. Cameron Ochiltree gave a presentation on data logging for H2S levels at Lift Station 10.

Engineering Manager Swisstack noted that a final technical memo is being created by BHC, and final design/construction will be included the 2024 budget.

Purchasing Policy Update

General Manager Barnes presented the item and gave a brief overview of the summary of changes included in the Board packet.

A motion by Commissioner Johnson, second by Commissioner Dixon, to approve the updated Purchasing Policy Manual. The motion passed.

OTHER BUSINESS

None.

REPORTS

General Manager Report

- WASWD Fall Conference
- WASWD 2024 Spring Conference – Tulalip, WA
- Mukilteo Lane Property Update
- Snohomish County Transfer Station Agreement Update
- 2023 Employee Appreciation Event

Department Reports

Engineering Manager Swisstack:

- Capital Projects Status Report
- Development Project Status Report

General Manager Barnes presented the 3rd Quarter Financial Report in Finance Manager Erickson's absence.

Executive Assistant/HR Administrator Hovis reported:

- Admin Building Updates

Agency/Organization Reports

AGENCY/ORGANIZATION	DISTRICT REPRESENTATIVE
Everett Water Utility Committee (EWUC)	Barnes
Sno-King Water District Coalition	Clarke & Barnes
WASWD Board of Directors	Clarke
WASWD Government Relations Committee	Clarke & Barnes
WASWD Section III	Clarke & Barnes
Water and Sewer Risk Management Pool (WSRMP)	Johnson
Water Utility Coordinating Committee (WUCC)	Barnes

Commissioner Reports

No reports.

Executive Session

Per RCW 42.30.110 section (i), to consider potential litigation.

General Manager Barnes requested an executive session to consider potential litigation.

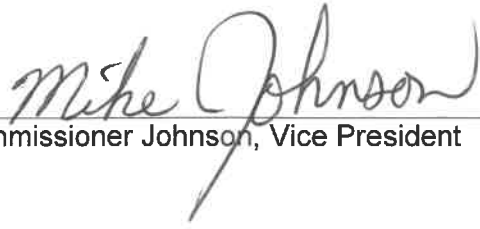
At 5:55 p.m. Commissioner Dixon called an executive session to consider potential litigation with District counsel present per RCW 42.30.110 section (i), stating the session would last for fifteen minutes. Commissioner Dixon, Commissioner Johnson, General Manager Barnes, Engineering Manager Swisstack, and Attorney Chambers were present in the executive session. At 6:10 p.m. the executive session was extended ten more minutes. At 6:20 p.m. the executive session ended, and the open public meeting resumed. No action was taken.

ADJOURN

There was no further business, so the meeting was adjourned at 6:20 p.m.



Commissioner Dixon, President



Commissioner Johnson, Vice President

Excused

Commissioner Clarke, Secretary