

**MUKILTEO WATER AND WASTEWATER DISTRICT
BOARD OF COMMISSIONERS MEETING**

Minutes of June 23, 2010

The June 23, 2010 Special Meeting of the Board of Commissioners was called to order at 7:00 PM in the District office as advertised.

PRESENT

Commissioners -- Ed Caine, Mike Johnson, Thomas McGrath,
Thomas Rainville and Joan Thomasson
Attorney – Kathy Weber
Staff -- Dan Hammer, Sue Parks, Gil Bridges and Mary Merriam

***APPROVAL OF
AGENDA***

Two Items were added to the agenda presented to the Board of Commissioners that were not included in the packet delivered to them on the Friday prior to the meeting. Commissioner Thomasson questioned if items could be added to the agenda of a Special Meeting. It was stated that the meeting was advertised to discuss the Employee Handbook and other business. Staff will check with Mr. Milne and have him report at the next meeting. Commissioner Rainville stated one item was within the realm of the General Manager's authority and the other was for discussion.

Commissioner Caine made a motion to approve the Agenda as presented. Commissioner McGrath seconded the motion. The motion passed unanimously.

***MINUTES
APPROVED***

Commissioner McGrath made a motion to approve the Minutes from the June 16, 2010 Board Meeting. Commissioner Thomasson seconded the motion. The motion passed unanimously.

CONSENT AGENDA

After review of the Consent Agenda Items, Commissioner Johnson made a motion to approve the item listed. Commissioner McGrath seconded the motion. The motion passed unanimously.

Vouchers

Water Maintenance Fund (741-5408666)

Beginning with 2161 through 2171 in the amount of \$224,330.44.

Water Capital Improvement Fund (741-5458666)

Beginning with 2159 through 2160 in the amount of \$646.68.

Wastewater PWTF Fund (741-58558666)

Beginning with 1892 through 1895 in the amount of \$24,456.22.

Wastewater Maintenance Fund (741-58408666)

Beginning with 1897 through 1903 in the amount of \$8,599.54.

Wastewater Capital Improvement Fund (741-58468666)

Beginning with 1896 through 1896 in the amount of \$45,351.62.

East Wastewater Maintenance Fund (741-59418666)

Beginning with 0283 through 0284 in the amount of \$82,066.96.

BUSINESS ITEMS

***WFOA
CONFERENCE***

Ms. Sue Parks and Ms. Bev Templin requested authorization to attend the annual Washington Finance Officers Association (WFOA) Conference in Vancouver, WA on September 15 to 17, 2010. The registration fee is \$300 per person if registered prior to July 1, 2010. Estimated total cost is \$917.84.

The Board of Commissioners discussed this agenda item and authorized the General Manager to take action.

***GREENHOUSE GAS
EMMISSION
REDUCTION
POLICY***

As requested by the Board of Commissioners at the June 16, 2010 Meeting Exhibit A to Resolution 153-10 for the Greenhouse Gas Emission Reduction Policy was revised utilizing Commissioner Thomasson list that wasn't as detailed as the original list prepared by staff.

Commissioner Caine made a motion to adopt Resolution 153-10, establishing a Greenhouse Gas Emission Reduction Policy. Commissioner McGrath seconded the motion. The motion passed unanimously.

***MWWD EMPLOYEE
HANDBOOK
UPDATE***

The Mukilteo Water and Wastewater District Employee Handbook was updated and adopted with the assistance of attorney John Rodda, from Inslee Best Doezie & Ryder, in September 2005.

After the Mukilteo Water District and Olympus Terrace Sewer District merged in November 2007 the Employee Benefits were amended in accordance with the terms of the Merger Agreement. During 2009, Mr. Rodda's medical conditions prevented him from assisting the District in updating the Employee Handbook. Since November 2009 Kathy Weber, a labor attorney with Inslee Best Doezie & Ryder, has been assisting staff in developing a revised handbook.

Mr. Hammer reported the Draft Handbook is in a different format than the previous book which makes it difficult to follow the changes that have been made. Both versions were provided to the Board. The major changes are in sections as follows:

- Section 2.2 Employee Relationships - new
- Section 3.2 Anti-Harassment/Non-Discrimination Policy - revised
- Section 3.8 Employment of Relatives- revised
- Section 3.9 Layoff - revised
- Section 3.10 Termination of employment - revised

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- Section 4.1 General Compensation Policy – new section
- Section 4.6 Overtime/Compensatory Time – revised for exempt employees
- Section 4.8 Standby Duty – revised to provide pay for telephone responses
- Section 5.5 Pregnancy Disability Leave – new policy
- Section 5.8 Military Leave – revised
- Section 5.9 Military Spouse Leave of Absence – new policy
- Section 5.10 Leave for Domestic Violence Victims and their Family Members – new
- Section 5.11 Unpaid Leaves of Absence – replaces family and medical leave policy
- Section 5.12 Domestic Partners – new policy
- Section 7.7 Drug and Alcohol Policy – will be Appendix “A” and will need to be revised to discontinue pre-employment drug tests.
- Section 8.2 Conflict of Interest - revised

Kathy Weber attended the meeting to review and discuss revisions to the Draft Handbook. She gave a brief overview of the major changes that were mostly due to bring the document into compliance with the law for changes that have occurred since the last update. Many sections have minor word changes for clarification but did not change existing policies.

Each Commissioner stated their areas of concerns or comments. Discussion was held. Areas agreed upon by the Board where changes were to be made were noted. Staff will make the requested changes and bring the revisions back to the Board at the next meeting with a highlighted format.

Ms. Weber will review the Drug and Alcohol Policy and will provide an updated policy to meet current laws.

Commissioner Caine asked when policies or benefits were going to be evaluated. Commissioner Johnson stated the Board should adopt the Employee Handbook to be in compliance with current laws and if there are areas the Board would like to review further each Commissioner should provide a written list stating which polices.

***WASWD
EXECUTIVE
DIRECTOR
INTERVIEW***

Mr. Hammer reported that Ms. Jeannie Screws, from WASWD, contacted the District and stated the Association has two final candidates to interview. She asked if one Mukilteo Water and Wastewater District Commissioner would like to attend in the audience to observe the final interviews on June 28, 2010. No Board member was available to attend the interviews. Mr. Hammer will notify Ms. Screws.

MANAGEMENT REPORTS

Mr. Hammer reported that the 2010 Budget amount for the Headworks Project is \$225,000, in response to a question asked by Commissioner Caine at a previous meeting.

COMMISSIONER REPORTS


Commissioner Caine reported the WASWD Bylaws Committee was working on draft Bylaws changes dealing with notice requirements and proxy votes.

CONCLUDED

There being no further business the President of the Board concluded the meeting at 8:35 PM.



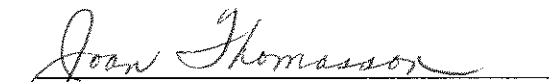
President/Commissioner Rainville



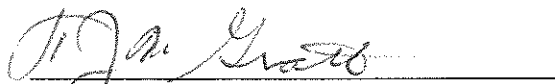
Commissioner Johnson



Vice-President/Commissioner Caine



Commissioner Thomasson



Secretary/Commissioner McGrath