



Board of Commissioners

Jeff Clarke
Mike Dixon
Mike Johnson

**Board of Commissioners
Regular Meeting Minutes of January 21, 2026**

CALL TO ORDER

Commissioner Johnson, as presiding officer, called the Regular Meeting of the Board of Commissioners on January 21, 2026, to order at 5:00 p.m.

ROLL CALL

Commissioners:

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

Staff:

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

Legal

Curtis Chambers, InsleeBest

Engineering

Eric Delfel, Gray & Osborne

APPROVAL OF AGENDA

Motion: Commissioner Clarke made a motion, seconded by Commissioner Dixon, to approve the agenda as presented. The motion passed unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Minutes:

Regular Meeting Minutes of December 17, 2025.

Vouchers:

<u>Date</u>	<u>Total Amount</u>
January 7, 2026	\$759,473.95
January 21, 2026	\$1,378,107.79

Benefits

<u>Date</u>	<u>Total Amount</u>
December 2025	\$103,942.47

Payroll:

<u>Date</u>	<u>Total Amount</u>
December 2025	\$268,932.94

Developer Extension – Accept as Complete

DE557 Harbor Grove 9110 53rd Ave W, Mukilteo **Resolution 666-26**

Motion: Commissioner Clarke made a motion, seconded by Commissioner Dixon, to approve the consent agenda as presented. The motion passed unanimously.

BUSINESS ITEMS

2025 Water System Improvement G&O Scope of Work Amendment 2 Approval

Engineering Manager Swisstack presented the item, providing a brief update on the project and the extended timeline, which requires additional construction management and inspection services. A general discussion occurred.

Motion: Commissioner Dixon made a motion, seconded by Commissioner Clarke, to approve Amendment 2 to Gray & Osbornes Task Order 2024-G&O-03 for additional construction management and inspection services for the 2025 Water System Improvements project. The motion passed unanimously.

Lift Station 2 Abandonment G&O Scope of Work Amendment 1 Approval

Engineering Manager Swisstack presented the item and gave a brief overview with a presentation of the proposed additional Scope of Services for the project. A general discussion occurred.

Motion: Commissioner Clarke made a motion, seconded by Commissioner Dixon, to approve Amendment 1 to Gray & Osborne Task Order 2024-G&O-04 for additional design engineering services for the Lift Station 2 Abandonment project. The motion passed unanimously.

DISCUSSION ITEMS

Commissioner Handbook Update

General Manager Barnes presented the item, providing an overview of the proposed changes and noting the item would be brought back for approval at a future meeting. A general discussion occurred.

Accountant Job Description

Finance Manager Erickson presented the item, providing a brief overview of the position identified in the 2026 Salary and Benefit Study, which was recommended for reclassification due to more complex responsibilities. Erickson reminded the Board that the position reclassification was included in the approved 2026 Operating and Capital budget. A general discussion occurred.

Motion: Commissioner Clarke made a motion, seconded by Commissioner Dixon, to approve the Accountant job description as presented for the current pay period beginning 12/24/2025, as approved in the 2026 Operating and Capital budget. The motion passed unanimously.

Asset Management & GIS Job Descriptions

Engineering Manager Swisstack presented the item, giving background on the currently open position. Swisstack noted that the proposed job description better aligns with the current and future needs of the District's GIS and Asset Management. A general discussion took place, and Swisstack stated that the job description would be brought back for approval at a future meeting.

Water Quality Job Descriptions

Operations & Engineering Manager Matthews presented the item, noting that staff are proposing updating the qualifications for both the Senior Water Quality Technician and Water Quality Technician job descriptions to better align with the District's needs.

A general discussion occurred regarding the cost-effectiveness of the Backflow Assembly Tester (BAT) certification requirement. Matthews stated the job description would be brought back for approval at a future meeting.

OTHER BUSINESS

Commissioner Clarke requested Board approval to attend the WWUC Water Fly-in in Washington, D.C., as a representative, at a cost of approximately \$2,000.

Motion: Commissioner Johnson made a motion, seconded by Commissioner Dixon, to approve Commissioner Clarke's attendance at the WWUC Water Fly-in and for the District to cover the cost of approximately \$2,000.00. The motion passed with Commissioner Clarke abstaining.

Commissioner Dixon requested an excused absence from the February 4th meeting due to a scheduling conflict.

Motion: Commissioner Clarke made a motion, seconded by Commissioner Johnson, to approve Commissioner Dixon's absence from the February 4, 2026, regularly scheduled Board Meeting. The motion passed with Commissioner Dixon abstaining.

REPORTS

General Manager Report

General Manager Barnes reported on the following items:

- WASWD Commissioner's Workshop
- Sno-King Water District Coalition Dissolution
- Disposal of Surplus Items
- Draft Puget Sound Nutrient General Permit

Department Reports

Engineering Manager Swisstack gave a presentation on the 2025 4th Quarter Developer Extension and Capital Project updates.

Finance Manager Erickson reported:

- Upcoming Cyber Audit – Commissioner Dixon as Board Representative

Executive Assistant/HR Administrator reported:

- 2025 Employee Safety Update

Operations & Engineering Manager had no report.

Legal Report

No report.

Commissioner Reports

Commissioner Clarke gave a WASWD Government Relations Committee update.

Commissioner Johnson gave an update on the search for the WSRMP Executive Director position.

EXECUTIVE SESSION

The Board entered the executive session under RCW 42.30.110 1(i) to discuss potential litigation at 6:23 p.m., stating the session would last for 15 minutes until 6:38 p.m. Present in the executive session were Commissioners Clarke, Dixon, and Johnson, General Manager Barnes, Operations & Engineering Manager Matthews, Executive Assistant/HR Administrator Hovis, Finance Manager, Erickson, Engineering Manager Swisstack, Attorney Chambers, and Engineer Delfel. At 6:38 p.m., the Board resumed the open public meeting; no action was taken.

ADJOURNMENT

There was no further business; the meeting was adjourned at 6:38 p.m.

Signed by:

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Commissioner Johnson, President

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Commissioner Clarke, Vice President

EXCUSED

Commissioner Dixon, Secretary