



Board of Commissioners

Jeff Clarke
Mike Dixon
Mike Johnson

**Board of Commissioners
Regular Meeting Minutes of February 4, 2026**

CALL TO ORDER

Commissioner Johnson, as presiding officer, called to order the Regular Meeting of the Board of Commissioners on February 4, 2026, at 5:00 p.m.

ROLL CALL

Commissioners:

Mike Johnson, President
Jeff Clarke, Vice President

Staff:

Kendra Hovis, Executive Assistant/HR Administrator
J.R. Erickson, Finance Manager
Andrea Swisstack, Engineering Manager

The Board had previously excused Commissioner Dixon from the meeting.

AGENDA APPROVAL

Motion: Commissioner Clarke moved, seconded by Commissioner Johnson, to approve the agenda as amended. The motion passed unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Minutes:

Regular Meeting Minutes of January 21, 2026.

Vouchers:

<u>Date</u>	<u>Total Amount</u>
February 4, 2026	\$101,702.22

Benefits:

<u>Date</u>	<u>Total Amount</u>
January 2026	\$108,074.58

Payroll:

<u>Date</u>	<u>Total Amount</u>
January 2026	\$263,594.78

Motion: Commissioner Clarke moved, seconded by Commissioner Johnson, to approve the amended consent agenda. The motion passed unanimously.

BUSINESS ITEMS

**Commissioner Handbook Update
Resolution 667-26**

Finance Manager Erickson presented the item, noting that no changes have been made since the prior meeting discussion.

A general discussion occurred.

Motion: Commissioner Clarke moved, seconded by Commissioner Johnson, to adopt Resolution 667-26 updating the Commissioner Handbook. The motion passed unanimously.

Asset Management & GIS Job Descriptions

Engineering Manager Swisstack presented the item, noting that no further changes have been made to the job descriptions since the prior meeting discussion.

A general discussion occurred.

Motion: Commissioner Johnson moved, seconded by Commissioner Clarke, to approve and adopt the Asset Management & GIS Technician and Asset Management & GIS Systems Administrator job descriptions. The motion passed unanimously.

Water Quality Job Descriptions

Executive Assistant-HR Administrator Hovis presented the item, noting that staff had prepared a Backflow Assembly Testing Cost Analysis, provided in the agenda packet, for Board review as discussed at the prior meeting. The cost analysis assesses whether it would be more cost-effective for the District to perform backflow assembly testing in-house or to subcontract these services to an outside vendor.

A general discussion occurred.

Motion: Commissioner Johnson moved, seconded by Commissioner Clarke, to approve and adopt the updated Water Quality Technician and Senior Water Quality Technician job descriptions. The motion passed unanimously.

DISCUSSION ITEMS

None.

OTHER BUSINESS

None.

REPORTS

General Manager Report

Finance Manager Erickson gave the GM report on the following items:

- Disposal of Surplus Items
- WASWD Commissioner's Workshop
- WASWD Legislative Update

Department Reports

Engineering Manager Swisstack gave a brief update on the 2025 Water Systems Improvement Project.

Finance Manager Erickson reported that the Washington State Auditor’s Office Cyber Audit Entrance Conference took place this week, with Commissioner Dixon in attendance representing the Board.

Executive Assistant-HR Administrator Hovis reported that staff will begin recruitment for the Asset Management and GIS position next week.

Legal Report

No report.

Agency Reports

Updates were provided on EWUC, WASWD subcommittees, the Sno-King Water Coalition, and the Water and Sewer Risk Management Pool.

Commissioner Reports

Commissioner Clarke reported that General Manager Barnes gave a great presentation at the WASWD Commissioners’ Workshop. Clarke also provided an update on the Government Relations Committee and noted that he had been asked to speak at the WFAO Conference.

ADJOURNMENT

There was no further business; the meeting was adjourned at 5:15 p.m.

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Commissioner Johnson, President

Signed by:

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Commissioner Clarke, Vice President

Excused

Commissioner Dixon, Secretary