



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

November 9, 2021

Pursuant to RCW 42.30.080 and proper notice, the meeting was called to order at 3:01 p.m. by Board President Patricia Hale. The meeting was held in a hybrid format. Commissioners and staff had the option to attend in person or by call in. Members of the public were invited to attend via conference call.

Commissioners Participating

Commissioner Patricia Hale, President
Commissioner Ron Ricker, Vice President
Commissioner Charlotte Haines, Secretary

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Director of Operations/Engineering
Max Woody, Director of Operations/Engineering
Kern Maresca, Director of Finance
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

Members of the public were invited to participate by telephone conference call. The dial-in number was posted at the drive-up window at the District administrative offices and posted with the agenda on the District website. There were no members of the public present on the call.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Haines moved to approve the agenda as adjusted. Commissioner Ricker seconded the motion. The motion passed unanimously.

NEW BUSINESS

a. Working Session to Review the District Personnel Manual

District Manager Diane Pottinger presented the Board with proposed updates to the following sections of the District's Personnel Manual:

- **Section I: Introduction**
- **Section II: Employment**
- **Section V: Paid and Unpaid Leave**
- **Section VI: Timekeeping/Payroll**

The updates included recommendations from Trupp HR the consultants who conducted the District's recent salary and compensation review. The updates have been reviewed by District Attorney Joe Bennett and District staff. The Board reviewed and discussed the proposed changes and provided input and edits. Ms. Pottinger will incorporate the Board's suggestions and recommendations into the next draft of these sections. The remaining sections of Personnel Manual will be reviewed over the next few months with the goal of approving the entire updated document in the beginning of 2022.

b. Real Estate Discussion and Possible Decision

District Manager Diane Pottinger informed the Board that there is no real estate issues to discuss at this time. A special meeting will be called by Board President Hale if there is new information to consider prior to the next regular board meeting.

Commissioner Hale concluded the meeting at 5:04 p.m.

The next regular meeting of the Board will be on Tuesday, November 16, 2021, at 3:00 p.m. in a hybrid remote/in-person format.

Patricia M. Hale

Ron Ricker

Charlotte Haines