

**MINUTES OF THE SPECIAL MEETING
OF COMMISSIONERS OF THE
SILVER LAKE WATER & SEWER DISTRICT**

March 25, 2016

The special meeting of the Board of Commissioners of the Silver Lake Water & Sewer District was held on March 25, 2016, beginning at 3:00 p.m., at the District Administration Building. Attending were Commissioners Bill Anderson, Rod Keppler, and Anne Backstrom. Also present were General Manager Patrick Curran and Finance Manager Brad Nelson. The purpose of the meeting was to consider all business that may come before the Board.

1.) **CALL TO ORDER:** Commissioner Keppler called the meeting to order at 3:00 p.m.

2.) **SUCCESSION PLANNING:**

Mr. Curran presented a verbal summary to the Board of Commissioners of a Staff memo, Employee Position Salary Range, Employee Paid Leave Analysis Spreadsheet, the present SLWSD Organization Chart, and two copies of recently drafted SLWSD Organization Charts regarding Succession Planning, for their review.

Following discussion of various matters, by motion passed unanimously, the Board of Commissioners approved and adopted the District's updated Organization Chart dated March 24, 2016, as the 2016 Official Organization Chart of the District.

3.) **OTHER MATTERS:**

4.) **STAFF REPORTS**

a.) **District Engineer:**

No Report.

b.) **Finance Manager:**

No Further Report.

c.) **Attorney:**

No Report.

d.) **General Manager:**

No Further Report.

The General Manager requested an Executive Session to discuss matters pursuant to RCW 42.30.110 (1) (g) regarding the review and performance of certain staff. A motion was made, seconded, and unanimously approved by the Board of Commissioners to convene to an Executive Session to discuss these matters. Before convening to the Executive Session at 3:48 p.m., Commissioner Keppler advised that the Executive Session would be

concluded at 4:08 p.m. The Executive Session concluded at 4:08 p.m. and the open public meeting reconvened.

Following discussion of various matters, by motion passed unanimously, the Board of Commissioners directed the General Manager to proceed to hire replacement or new employees to fill out the updated Organization Chart, provided the total number of regular full-time employees shall not exceed 30.

There being no further business before the Board, the meeting was adjourned.

This ends the Minutes of the March 25, 2016 Special meeting. The following signature page is a scanned image of the original signature page of the Minutes and certifies these are the approved Minutes by the Secretary of the Board.

Minute Certification

I, the undersigned, Secretary of the Board Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of the Minutes of the Meeting of Commissioners (the "Minutes") is a full, true and correct copy of the Minutes of the March 25, 2016 special meeting of Commissioners, duly adopted at a regular meeting of the Board of Commissioners of the District, held at the regular meeting place thereof on April 14, 2016, as these Minutes appear on the Minute book of the District; and;

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of those members present voted in the proper manner for the approval of these Minutes.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of April 2016.

**SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON**


Bill Anderson, Secretary