

---

**CALL TO ORDER**

The meeting was called to order at 9:30 am by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Vice Chairman Martin Valadez, Secretary Louise Matzner, and Board member Susan Paysse. Board members Sandra LePage, Doug Wadsworth and Ashley Coronado were absent and excused.

Also in attendance were Executive Director Kyle Cox, Communications and Advancement Director Davin Diaz, Human Resources Director Celina Bishop, Collection and Services Director Michael Huff, Operations Director Erin Meneely, and Executive Assistant Valerie Loffler.

**APPROVAL OF AGENDA**

Susan Paysse moved to approve the Agenda as presented. The motion was seconded by Louise Matzner and carried unanimously.

**ACTION ITEMS**West Richland Remodel Contract Award

Finance and Business Director Rose Courneya reported six proposals were received on November 28, 2018. The proposals were scored by a staff review team on December 3. The review team recommends awarding the West Richland Remodel project to Siefken & Sons Construction, Inc., in the amount of \$251,443.00.

Susan Paysse moved to award the West Richland Remodel Contract to Siefken & Sons Construction, Inc., in the amount of \$251,443.00. The motion was seconded by Martin Valadez and carried unanimously.

2019 Salary Schedules for Non-Union Employees

Human Resource Director Celina Bishop reported a 2.0% multiplier was used to calculate 2019 market adjustments for union positions. A 2.0% market adjustment to the salary ranges is recommended for Exempt and Confidential Non-Union staff beginning January 1, 2019.

Also, beginning January 1, 2019, the Washington State minimum wage will increase from \$11.50 to \$12.00 an hour. All staff not meeting the new minimum wage requirements will be increased, and staff at higher steps will receive a 2.0% adjustment. Positions impacted by this change include Pages and Material Processors.

A 2.0% adjustment to Substitute pay effective January 1, 2019, is also recommended, which increases hourly rate from \$15.10/hour to \$15.40/hour for Customer Service Substitutes and from \$13.82/hour to \$14.10/hour for Driver/Courier Substitutes.

Martin Valadez moved to adopt the 2019 Salary Schedules including market adjustments for non-union staff and to implement minimum wage increases effective January 1, 2019. The motion was seconded by Louise Matzner and carried unanimously.

2019 Insurance Premium Cost Sharing for Eligible Non-Union

Ms. Bishop reported MCL reviews the amount the Employer contributes towards healthcare insurance for non-union employees every year. In an effort to continue to support contributions for staff covering families, while balancing the much lower costs to insure those with no dependents (or not enrolled at all), we are proposing to continue the cafeteria plan approach to the cost share.

In 2019, we propose \$1,190.16 per month in employer paid coverage towards healthcare premiums. This represents a \$150.00/month increase from 2018. This amount shall be used towards the cost of medical, dental, long-term disability and/or life insurance (PEBB) premiums.

Tom Callahan moved to approve the Employer contribution of healthcare premiums for eligible exempt, non-union staff to an amount not to exceed \$1,190.16 per month effective January 1, 2019. The motion was seconded by Martin Valadez and carried unanimously.

**ADJOURNMENT**

The meeting adjourned at 9:38 am.

  
Valerie J. Loffler, Executive Assistant

Approved:

  
Louise Matzner, Secretary