



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 5, 2021

The meeting was called to order in at 2:02 p.m. by Board President Ron Ricker via telephone conference call in conformance with Governor's Proclamation 20-28.14.

EXECUTIVE SESSION

The Board went into executive session for 53 minutes to discuss the performance evaluation of a District employee per RCW 42.30.110(1)(g). Only the commissioners and Mr. Bennett were present. The executive session concluded at 2:55 p.m. The meeting went into a short recess and resumed for public session at 3:01 p.m.

Commissioners Participating

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

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

Members of the public were invited to participate in the 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. No members of the public were present.

ELECTION OF OFFICERS

Commissioner Haines moved to nominate Commissioner Patricia Hale for the position of Board President. Commissioner Ricker seconded the motion. Commissioner Hale accepted the nomination and the motion passed unanimously.

Commissioner Haines moved to nominate Commissioner Ron Ricker for the position of Board Vice President. Commissioner Hale seconded the motion. Commissioner Ricker accepted the nomination and the motion passed unanimously.

Commissioner Hale nominated Commissioner Charlotte Haines for the position of Board Secretary. Commissioner Ricker seconded the motion. Commissioner Haines accepted the nomination and the motion passed unanimously.

As Board President, Commissioner Hale assumed the role of meeting chair.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

APPROVAL OF MINUTES

Commissioner Haines moved to approve the December 15 special meeting minutes as presented. Commissioner Ricker seconded the motion. The motion passed unanimously.

Commissioner Haines moved to approve the December 15 regular meeting minutes as presented. Commissioner Ricker seconded the motion. The motion passed unanimously.

APPROVAL OF VOUCHERS

District Manager Diane Pottinger presented the vouchers which were reviewed by Commissioner Ricker on Thursday and submitted to King County in accordance with the emergency voucher approval procedures set forth in Resolution 2020.04.17. Commissioner Ricker moved to approve vouchers numbers 6102-6118 and 117284-117325 in the amount \$107,445.74 from the maintenance fund and voucher numbers 582-588 in the amount of \$19,817.92 from the capital

fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Haines seconded the motion. The motion passed unanimously.

OLD BUSINESS

a. Resolution 2020.12.40 Correcting Amendment 3 of the Contract with Hendricks-Bennett PLLC

District Manager Diane Pottinger reported there was a typographical error in the title of Resolution 2020.12.40 and presented a corrected version. The title incorrectly referred to amendment 2 instead of amendment 3. Commissioner Haines made a motion to approve the corrected resolution. The motion was seconded by Commissioner Ricker then passed unanimously.

NEW BUSINESS

a. Resolution 2021.01.01 Relating to the Establishment of a Small Works Roster

The District Manager presented a resolution to approve the District's small works roster. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved by the Board.

b. Resolution 2021.01.02 Relating to the Establishment of an Engineering Roster

The District Manager presented a resolution to approve the District's Engineering Roster. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved by the Board.

c. Resolution 2021.01.03 Approving the amendment with Varius of USGS ShakeAlert

District Manager Diane Pottinger presented a resolution to approve an amendment to the contract with Varius regarding the ShakeAlert program. The District has been participating in the pilot program. However, due to program expenses, the USGS is now charging a fee for program participation. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board.

d. Conflict of Interest – Commissioners

As stipulated in the Commissioner Handbook, each Commissioner is required to complete a conflict of interest form annually. Executive Assistant Theresa Harrington will provide the commissioners with the forms and requested that the Commissioners completed and returned them as soon as possible. Ms. Harrington will file them in the Commissioner files.

e. Special Meeting with the Shoreline Fire Department

District Manager Diane Pottinger shared a draft agenda for the upcoming special meeting with the Shoreline Fire Department. The Commissioners reviewed the draft and approved of the agenda. Commissioner Hale requested that a discussion of COVID-19 responses by both agencies be added to the agenda. Ms. Pottinger will update the agenda and circulate a final copy once it is approved by the Shoreline Fire Department.

f. 2021 Job Description, Compensation and Benefits Study

District Manager Diane Pottinger proposed that the District engage the service of a professional human resources firm to conduct a review of the Districts job descriptions, compensation rates and benefits. A formal review has not been done for a number of years. This information will be very important as the District works to fill managerial vacancies as well as to ensure competitive compensation for district staff. The Commissioners agreed and directed Ms. Pottinger to begin contacting companies for scope of work and costs. Ms. Pottinger will bring more information to the next Board meeting.

g. Seattle Operating Board 2021

Ms. Pottinger reviewed with the Board two critical upcoming projects of the SPU Operating Board; the capital improvement projects review and the contract negotiations. Ms. Pottinger reported that she will be working closely with the CIP review team as she has done for a number of years. Three special meetings dedicated to the review will be scheduled in March, April and May. Input from partner districts will be expected shortly after the review process. Ms. Pottinger is also working with SPU staff to set up a timeline and meeting schedule for the contract negotiations. Regular meetings, outside of the normal monthly Operating Board meetings, will be established to work on a new contract. Commissioners are invited and encouraged to participate in both reviews. Ms. Pottinger invited the Commissioners to review both the current SPU contract and the proposed new contract as

well as the proposed CIP budget and get back to her with comments. Hard copies of these documents are available at the District offices.

MANAGER REPORTS

a. Finance Manager

District Manager Diane Pottinger reported that the District currently has approximately \$43,000 in past due accounts (120 days past due). The District is still not charging late fees or shutting off service for customers with past due accounts in compliance with the governor's COVID-19 emergency proclamations. Commissioner Hale asked that staff begin thinking about how the District will support customers in the repayment transition once the emergency restrictions have lifted.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that a customer had contacted him to thank the District for lighting the holiday tree atop the water tank, but requested that next year the lights stay on until January 12th. Mr. Clouse was also pleased to report that the city has approved the plans and permits for the new maintenance facility, pending the submission of one final report. The "Temporary Occupancy Permit" is expected by the end of the week. Mr. Clouse also reported that he and the District Manager have identified 6 capital improvement projects that will be a priority to start or complete prior to his retirement in November. The commissioners and staff discussed the projects and timelines. Mr. Clouse also updated the Board on meetings with Sound Transit regarding the bus lane project on State Highway 522. Lastly, Mr. Clouse updated the Board on the implementation of the Flexnet meter reading system. The transmitter has been installed on the top of the water tank and staff will begin testing its capabilities soon.

c. District Manager

District Manager Pottinger reported that the Water System Plan is in the acceptance process with both King County and the Department of Health. She also informed the Board that the District IT consultant has proposed a 1.6% rate increase for 2021. Ms. Pottinger will bring an updated contract and resolution to the next Board meeting for approval. Ms. Pottinger also reminded the Board that starting in January 20th, the District will be devoting one staff meeting a month to emergency preparation at home ("Prepare in a Year" by Washington State Emergency Management). The course will help employees ensure their homes and families are prepared for emergencies so employees will be better able to meet the needs of the District knowing that their home and families are secured. Commissioners are invited to attend the trainings if interested. A remote meeting invitation will be sent this week. Lastly, Ms. Pottinger reminded the Board of the upcoming WASWD Virtual Commissioners Workshop on January 22nd.

COMMISSIONER REPORTS

Commissioner Haines had no report at this time.

Commissioner Ricker had no report at this time.

Commissioner Hale reported on her attendance at the WASWD Open House and Board meetings.

LEGAL REPORT

District Attorney Joe Bennett reported that a group of municipal sewer providers have filed suit against the Department of Ecology for publishing new rules regarding the discharge of sewage without soliciting comments from stakeholders in violation of the Administrative Procedures Act.

Commissioner Hale concluded the meeting at 4:10 p.m.

The next regular meeting will be Tuesday, January 19 at 2:00 p.m. via telephone conference call. The meeting will start in executive session pursuant to RCW 42.30.110(1)(g). Open public session will begin at 3:00 p.m.

Patricia M. Hale

Ron Ricker

Charlotte Haines