



## **MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

January 18, 2022

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. The meeting was held via conference call due to the widespread presence of COVID-19 in the community. Executive Assistant Theresa Harrington called the roll. All attendees confirmed that they could hear the other participants.

### **Commissioners Participating**

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

### **Staff Participating**

Diane Pottinger, District Manager  
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. Denny Clouse, Toby Bigger and Paulyne Perez were present at the meeting but had no comment at this time.

### **APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Commissioner Hale proposed the addition of item 6b. Discussion of a Future Executive Session. Commissioner Haines made a motion to adjust the agenda as proposed. Commissioner Ricker seconded the motion. The motion passed unanimously.

For the health and safety of District employees this Board meeting was changed to conference call format. Commissioner Haines made a motion to authorize the District Manager Diane Pottinger to sign all minutes, resolutions and vouchers approved at this meeting. Commissioner Ricker seconded the motion. The motion passed unanimously.

### **APPROVAL OF MINUTES**

Executive Assistant Theresa Harrington reported that there was an omission in the regular minutes of the December 21<sup>st</sup> meeting that were approved and signed at the January 4, 2022 meeting. The approval of the minutes of the December 7, 2021 regular meeting was inadvertently left out. Ms. Harrington distributed a corrected version of the December 21, 2021 minutes to the Board for review. Commissioner Haines made a motion to ratify the corrected minutes from the December 21, 2021 regular meeting and approve the regular minutes from the January 4, 2022 minutes. Commissioner Hale seconded the motion and the motion passed unanimously.

### **APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve vouchers numbers 6520-6537, voucher 118266 and 118314-118348 in the amount \$312,585.25 from the maintenance fund and vouchers number 684-685 in the amount of \$2,401.50 from the capital fund. Staff and commissioners discussed the vouchers. Commissioner Ricker seconded the motion, which passed unanimously.

### **OLD BUSINESS**

#### **a. Resolution 2022.01.05 Correcting Resolution 2021.12.43 Relating to the Establishment of a Small Works Roster**

District Manager Diane Pottinger presented a resolution correcting resolution 2021.12.43 Relating to the Establishment of a Small Works Roster by updating the bid limits from \$300,000 to \$350,000 to reflect the amount authorized under RCW 57.08.050(2) and

39.04.155. Commissioner Haines made a motion to approve the resolution. Commissioner Ricker seconded the motion, which then passed unanimously.

**b. Setting the Date for an Executive Session**

Commissioner Haines motioned to schedule a special meeting on January 25<sup>th</sup> at 3:00 p.m. for the purpose of conducting the District Manager's annual review in executive session pursuant to RCW 42.30.110(1) (g). Commissioner Ricker seconded the motion and the motion passed.

**NEW BUSINESS**

**a. Resolution 2022.01.06 Approving the rate increase for SecurComputing**

District Manager Diane Pottinger presented a resolution to approve the rate increase for District IT consultant SecurComputing. Mr. Green of SecurComputing provided a memo detailing the proposed increase and providing justification. Commissioner Hale made a motion to approve the resolution. Commissioner Haines seconded the motion, which then passed unanimously.

**b. Resolution 2022.01.07 Approving the rate increase for Sindelar Communications**

District Manager Diane Pottinger presented a resolution to approve the rate increase for District communication consultant Sindelar Communications. Ms. Sindelar provided a memo detailing the proposed increase and providing justification. Commissioner Haines made a motion to approve the resolution. Commissioner Ricker seconded the motion, which then passed unanimously

**c. Vehicle Purchases for 2022**

Director of Operations and Engineering Max Woody made a presentation to the Board on the proposed changes to the vehicle replacement schedule approved by the Board in the 2021-2023 budget. The proposal modified which vehicles would be replaced in 2022 but aggregate cost remained within the adopted budgeted amount. The Board directed Mr. Woody to pursue quotes from the State Bid List on the proposed vehicles and bring the information back to a future meeting.

**MANAGER REPORTS**

**a. Director of Finance**

Director of Finance Kern Maresca provided the Board an update on several items.

- **Resumption of Shut-offs and Late Fees** - The District reinstated the assessment of late fees this month and the first cycle of shut-offs will begin on January 25. The District notified 59 customers via door tag that they would need to bring their balances current by before that date to avoid service disconnection.
- **Year-end Tax Forms** - The W-2's for District employees were mailed out from paychecks directly to employees home addresses and the 1099 forms were mailed to District vendors and the IRS.
- **Staffing update**- Mr. Maresca reported that Accounting Specialist Jennifer Tucker's last day was today. He commended Ms. Tucker for her service to the District and expressed that she will be missed. Mr. Maresca also announced that he will be ending his employment with the District and expressed his thanks to the Commissioners for the time he has spent with the District.

**b. Project Status Report/ Director of Operations and Engineering**

Director of Operations and Engineering Max Woody updated the Board on District projects.

• **CIP 2021.02 - 8" Water Main Replacement on 25th AVE NE**

The RFP for this project was sent to the firms on the District's small works roster January 12. A pre-bid meeting will be held on January 19 and bids will be due on January 26. The project will be awarded at the February 1 Board meeting.

- **CIP 2021.05 - CIP Project 131A 200th Ave Water Main**  
The RFP for this project will be sent to the firms on the District's small works roster near the end of this month.
- **CIP 2021.01 - 2.0 MG Reservoir Work**  
The District hopes to send the RFP for this project to the firms on the District's small works roster near the end of February or beginning of March.

Lastly, Mr. Woody updated the Board on the Alta North City development - a 230-unit multi-family building being planned near 15<sup>th</sup> Ave NE and NE 178<sup>th</sup> St. This project is in the earliest phase of pre-development and Mr. Woody will keep the Board updated as plans progress.

### **DISTRICT MANAGER**

District Manager Diane Pottinger updated the Board on several items.

- **ShoreLake Arts Council Lantern Festival** – The ShoreLake Arts Council had decided to modify the format of the February 12<sup>th</sup> Lantern Festival due to the increasing rates of COVID-19 spread in the community. The District has sponsored this event and as part of the socially distanced event, Lantern Making Kits will be distributed throughout the Shoreline School District, and at Monka/Uplift from February 1-15. The District Logo will be on all printed kits.
- **SPU Contract Negotiations** – Ms. Pottinger reported that she continues to work with the wholesale partner utilities on the contract negotiations. She is working to set up a meeting with all interested purveyors in the next month to define common areas of interest and draft a proposal.
- **District Water Rights Application** – Ms. Pottinger informed the Board that she is working to draft a response to the Department of Ecology regarding the District's Water Rights application and will bring a draft of the response to a future Board meeting.
- **AT&T Overdue Electricity Bill** – The contact person the District has been working with to resolve the unpaid electric bill has changed and Ms. Pottinger is in the process of bringing the new contact up to speed on the issue.
- **WACares Act** – At the last Board Meeting, the commissioners directed staff to draft a letter to Senator Frocht requesting an Attorney General's opinion on employer premium collection for the WACares program. Ms. Pottinger has drafted that letter and the District Attorney is in the process of reviewing the draft.
- **Special Meeting with the Shoreline Fire Department** – Ms. Pottinger shared a draft agenda for the special meeting between Shoreline Fire Department and North City Water District. Though the meeting was originally planned as an in person meeting at the station, due to COVID-19 it has been changed to a hybrid format.

### **COMMISSIONER REPORTS**

Commissioner Hale reported that a member of the WASWD Board has stepped down and she has applied for the open position. Additionally, she reported that the WASWD Board has been discussing the possibility of adapting the format of the WASWD Commissioners Workshop and Spring Conference due to COVID-19 spread.

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

### **LEGAL REPORT**

None at this time

Commissioner Hale concluded the meeting at 4:35 p.m.

There will be special meetings of the Board on Tuesday, January 25, 2022, at 3:00 p.m. and Tuesday February 1, 2022 at 2:00 p.m. The next regular meeting of the Board will be on February 1, 2022 at 3:00 p.m. Meetings will be held via conference call.

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Patricia M. Hale

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Ron Ricker

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Charlotte Haines