



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 19, 2021

The meeting was called to order in at 2:00 p.m. by Board President Patricia Hale via telephone conference call in conformance with Governor's Proclamation 20-28.14.

EXECUTIVE SESSION

The Board went into executive session for 58 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. At the Board's invitation, District Manager Diane Pottinger joined the executive session at 2:50 pm. The executive session concluded at 2:58 p.m. The meeting went into a short recess and resumed for public session at 3:04 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.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

APPROVAL OF MINUTES

Commissioner Hale identified two errors in the draft minutes for the January 5 regular meeting minutes. Executive Assistant Theresa Harrington made the corrections requested. Commissioner Haines made a motion to approve the corrected minutes for the January 5 regular meeting. 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 Haines moved to approve vouchers numbers 6119-6135 and 117326-117362 in the amount \$177,933.33 from the maintenance fund and voucher numbers 589-593 in the amount of \$47,356.31 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Ricker seconded the motion. The motion passed unanimously.

OLD BUSINESS

None at this time.

NEW BUSINESS

a. Resolution 2021.01.04 Approving Amendment No. 3 of the Contract with SecurComputing LLC.

The District Manager presented a resolution to approve an amendment to the contract for District IT services. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved by the Board.

b. NCWD Code Review Update

District Manager Diane Pottinger reviewed with the Board the current status of the code update process with specific focus on Title 3 of the Code - Rates and Charges. Ms. Pottinger engaged the Board in a discussion regarding the emergency policies and programs that have been implemented in response to the COVID-19 and whether or not a provision should be added to the code for these types of emergency related items. The Board discussed and District Attorney Joe Bennett agreed to inquire with other Districts regarding emergency provision within their codes. The Commissioners directed the District Manager and District Attorney to research the issue of emergency actions and prepare a draft of Title 3 for Board review at a future meeting.

c. New Maintenance Facility Virtual Ribbon Cutting Event

Operation Manager Denny Clouse reported that the temporary occupancy permit should be received this week from the city. The Board and staff discussed the need to mark this important occasion and celebrate the many organizations and individuals who have made this important district project possible. Due to COVID-19 restrictions, a tradition ribbon cutting ceremony is not possible at this time. Therefore the Board and staff agreed to conduct a staff only, outdoor socially distant ribbon cutting on Tuesday, January 26, 2021 at 10:30 AM to mark the opening of the building. Commissioners and staff will say a few words and longtime staff members Bob Heivilin and Mike Oberstadt will do the honors of cutting the ribbon. An announcement of the opening with photos and video will be sent to local news as well as posted to the District website and social media accounts. When COVID-19 restriction lessen, the Board and staff will plan an event that can include a wider audience.

MANAGER REPORTS

a. Finance Manager

None at this time.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported on several new development projects within the District. There is a new building going in on the corner of 205th and Ballinger in place of the shell station which may require a new meter for the services. In addition, underground work has begun at the old Washington Tree Services site on Ballinger Way. Finally, Mr. Clouse informed the Board there is a customer with a single-family home on 25th Ave NE with extremely high water usage for the past three months. Despite efforts from District staff to alert the customer of a potential leak in the first month, the issue persisted for almost three months. The leak has now been identified and repaired by the customer, who will be filing for a leak adjustment.

c. District Manager

District Manager Pottinger shared an email from a customer complementing the customer service he received from Utility Worker I, Thomas Brown. The customer expressed gratitude for Mr. Brown's professionalism and efforts to help him understand and resolve the issue. Ms. Pottinger also reported that she and staff are working on documenting administrative procedures as well as end of the year document clean up. Ms. Pottinger gave an update to the Board on COVID-19 leave policies and how they are impacting staff. COVID leave benefits from the federal government expired on December 31st. There are still some employees with children who are remote learning making leave a challenge. The Board and staff discussed possible responses such as allowing for shared leave plans. Commissioner Ricker asked about the availability of the COVID vaccine for staff members and whether or not vaccination could be required of staff. Ms. Pottinger agreed to do additional research on the topic and will bring more information to a future meeting.

In other District business, Ms. Pottinger reported that the Flexnet meter reading system should be ready to test shortly and that she and staff are working on developing the new work order system. Lastly, Ms. Pottinger updated the Board on several personnel related topics. Staff W-2's and 1095 documentation will be mailed out this week. In order to prepare to fill the vacant Finance Manager position, as well as the Operations Manager position upon Mr. Clouse's retirement in November, the District has sent out requests for bids to conduct a comprehensive salary and job description review. Lastly, Ms. Pottinger reported that staff have not been allocated their cell phone allowance since 2011. Ms. Pottinger will research

other District policies and report back on any updates or changes that may need to be made to the cell phone upgrade policy.

COMMISSIONER REPORTS

Commissioner Ricker provided a WASWD legislative update.

Commissioner Haines reported on her attendance the Section IV meeting.

Commissioner Hale reported on her attendance at the Shoreline Chamber Luncheon and her attendance at the Section IV meeting.

LEGAL REPORT

District Attorney Joe Bennett reported that he will be attending an information session on February 10th put on by WSRMP and WASWD addressing employer and liability issues related to the COVID-19 vaccine. Mr. Bennett recommended the Board add an agenda item to the February 16th Board meeting agenda to discuss the District policy regarding the vaccine.

Commissioner Hale concluded the meeting at 4:21 p.m.

The next special meeting will be Thursday, January 28 at 5:00 p.m. via telephone conference call. This is a joint meeting with the Shoreline Fire Department. The next regular meeting of the Board will be on February 2, 2021 at 3:00 pm via telephone conference call.

Patricia M. Hale

Ron Ricker

Charlotte Haines