



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

January 21, 2020

The meeting was called to order at 2:00 p.m. by Board President Ron Ricker in the North City Water District Board Room.

EXECUTIVE SESSSIONS

The Board went into executive session for 45 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 began at 2:00 p.m. At 2:30 p.m., the Board invited District Manager Pottinger to join the executive session, which concluded at 2:45 p.m. The Board then went into a second executive session for 15 minutes to consider a potential real estate purchase pursuant to RCW 42.30.110(1)(b). Finance Manager Mostrales and Operations Manager Clouse joined the second executive session, which concluded at 2:59 p.m.

The Board then proceeded with the rest of the agenda.

Commissioners Present

Commissioner Ron Ricker
Commissioner Charlotte Haines
Commissioner Patricia Hale

Staff Present

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

PUBLIC COMMENT

None at this time

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Hale moved to approve the agenda as presented. Commissioner Haines seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the January 7, 2020 regular meeting. Commissioner Hale seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve vouchers numbers 5699-5716 and 116359-116400 in the amount \$471,152.85 from the maintenance fund and vouchers number 472-474 in the amount of \$10,804.39 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

NEW BUSINESS

a. Resolution 2020.01.04 Clarifying Resolution 2019.12.42 regarding Water Rates

The District Manager presented a resolution to clarify and provide a more detailed description of the water rates approved in resolution 2019.12.42. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The commissioners and District Attorney signed the resolution.

b. Resolution 2020.01.05 Rescinding and Replacing Resolution 2019.12.39 Setting the Regular Board Meeting Dates and Times for 2020

There was a date change to the annual Jazz Walk. As a result, an update was required to the regular meeting dates approved at the December 17th meeting. The District Manager presented a resolution to rescind and replace resolution 2019.12.39 in order to update the regular meeting dates for 2020 meeting list. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The commissioners and District Attorney signed the resolution.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales informed the Board that she is in the process of reviewing the current administrative fees charged by the District (approved in resolution 2018.12.41). Many of these fees have not been updated for many years. She is reaching out to neighboring districts to review their administrative fees and will bring a comparison report back to the Board. Administrative fees include but are not limited to: account transfer fees, NSF check fees, leak adjustment fees, tenant billing fee, final bill reading fees, delinquent service termination fees, delinquent service reactivation charges, emergency site visits, tampering/unauthorized reactivation of meter charges, duplicate bill charges, copy/print charges. Ms. Mostrales also informed the Board that there has been a change in the HRA VEBA policy that could have significant impact to participants who have dependents covered who are also on Medicare.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse updated the Board on the status of the new maintenance facility. The project is moving forward. The doors and front of the building will be delivered on February 3rd and the steel building has been ordered and will arrive around March 9th. Mr. Clouse reported that there are some minor design issues that have come up, and he continues to work closely with the contractors and designers to find satisfactory resolutions. Mr. Clouse also reported on the work at the Kellogg School and a new development meeting he attended regarding the construction of a new house at NE 178th Street and 25th Ave NE.

c. District Manager

At the last meeting, the Ms. Pottinger had brought to the Board's attention a recent leak adjustment request from a customer. The commissioners and staff engaged in a productive conversation regarding the current leak adjustment policy and possible changes. The Board was interested in continuing this discussion at a future meeting and asked that Ms. Pottinger bring back sample leak adjustment policies from neighboring districts and that Finance Manager Amalia Mostrales bring back records of leak adjustment costs from 2019. Ms. Pottinger also reported that the office team is currently working on the upgrade of the financial software (Springbrook) in preparation for implementation of the fixed based metering read system. The system migration to the new software and transition to the fixed based meter read system is slated for late spring.

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the WASWD Commissioners Workshop. She found the review of the open public meeting act helpful.

Commissioner Hale also reported on her attendance at the WASWD Commissioners Workshop. She also attended the Shoreline Chamber of Commerce luncheon.

Commissioner Ricker reported on his work with the WASWD Conference and Training Committee.

LEGAL REPORT

District Attorney Joe Bennett reported on the oral arguments before the Washington State Supreme Court in *Lakehaven Water and Sewer District, et al v. City of Federal Way* over an imposed utility tax from the city. Mr. Bennett reported that the Court was very engaged and asked many questions of the attorneys for both sides.

The meeting adjourned at 3:59 p.m.

The next special meeting will be Tuesday January 28, 2020 at 2:00 p.m. at the District offices. The next regular meeting will be Tuesday, February 4, 2020 at 3:00 p.m. at the District offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale