



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 1, 2022

The meeting was called to order at 3:01 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  
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. 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 moving the District Manager's report to follow the approval of the vouchers (item 5 b). District Attorney Joe Bennett proposed the addition of an Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) to follow the words for the good of the order. Commissioner Haines made a motion to adjust the agenda as proposed. Commissioner Ricker seconded the motion. The motion passed unanimously.

### APPROVAL OF MINUTES

Commissioner Ricker made a motion approve the minutes from the special meeting on January 18, 2022, the regular meeting minutes from January 18, 2022, and the special meeting minutes from January 25, 2022. Commissioner Haines seconded the motion and the motion passed unanimously.

### APPROVAL OF VOUCHERS

Commissioner Haines moved to approve vouchers numbers 6538-6555, and 118349-118377 in the amount \$117,561.86 from the maintenance fund and vouchers number 686-688 in the amount of \$94,020.04 from the capital fund. Staff and commissioners discussed the vouchers. Commissioner Ricker seconded the motion, which passed unanimously.

### MANAGERS REPORT

#### **a. District Manager**

District Manager Diane Pottinger updated the Board on several items.

- **Employee W-2's** – There was an error on the W-2 forms sent out by Paychecks. Ms. Pottinger is working with the company to get corrected W-2's as soon as possible.
- **WACares Act** – The Governor signed two bills which delayed the Long-Term Care Program until July 2023. The District, via Paychex, will be refunding the premium deductions that have been withheld for this program to employees in their February paychecks.
- **Special Meeting with the Shoreline Fire Department** – Ms. Pottinger discussed the agenda for the special meeting between Shoreline Fire Department and North City Water District. The meeting will be held on February 10, 2022, at 5:00 p.m. at the SFD

station. Attendees can choose to attend in via Zoom or in person.

- **Staffing Transitions** – The District is experiencing several staff transitions with the departure of the Accounting Specialist, Director of Finance, and the Executive Assistant. Ms. Pottinger shared a transition plan for Board consideration. The Board supported the plans presented.

## **OLD BUSINESS**

### **a. Purchase and Sale of District Property**

District Manager Diane Pottinger informed the Board that the buyer has requested an extension of the closing date by two weeks. The potential buyer has asked for additional time to do some excavating and soil testing at the site to assess for potential contamination issues. Ms. Pottinger shared that in exchange for extending the deadline, the District has requested copies of all surveys that the buyer has concluded thus far. She did not see the two week extension as a problem and will keep the Board apprised on the status of the sale.

### **b. Letter from Customer Regarding Employee Assistance**

Director of Operations/Engineering Max Woody shared an email from a customer thanking Utility Worker Thomas Brown for his excellent customer service on a recent visit. Mr. Woody commended Mr. Brown and the entire field crew for their efforts to provide customers' exemplary service.

For the health and safety of District employees the Board has been meeting via conference call. The Board will continue to meet remotely until public health metrics improve. For this reason, Commissioner Hale made a motion to authorize the District Manager Diane Pottinger to sign all minutes, resolutions and vouchers approved at this meeting and all future remote meetings until the Board of Commissioners can meet in person again. Commissioner Haines seconded the motion. The motion passed unanimously.

Commissioner Ricker made a motion to allow Commissioner Hale to sign and approve vouchers ahead of the meeting if needed due to the remote meeting schedule. The commissioners would then reaffirm the approval at the Board meeting. Commissioner Haines seconded the motion and the motion passed unanimously.

## **NEW BUSINESS**

### **a. Resolution 2022.02.08 Appointing Auditing Officers for the Purpose of Authorizing the Issuance of Warrants and Electronic Transactions prior to Approval by Board of Commissioners**

District Manager Diane Pottinger reported that the departure of the Director of Finance has prompted the need to update signatory forms with King County. Ms. Pottinger presented the Board with a resolution to appoint the auditing officers, reaffirm electronic voucher procedures, and update the accounts payable authorized signature form to reflect the District Financial Analyst position. The commissioners reviewed the resolution. Commissioner Haines made a motion to approve the resolution. Commissioner Hale seconded the motion then passed unanimously.

### **b. Resolution 2022.02.09 Approving Contract with Sensus for Flexnet Improvements**

Director of Operations and Engineering Max Woody provided the Board with a resolution to approve a contract with Sensus to install an antenna on the 2.0 MG reservoir to assist with the Flexnet radio meter reading system. This antenna will read areas of the district that cannot be reached with the current antenna alone. The commissioners reviewed the resolution. Commissioner Ricker made a motion to approve the resolution. Commissioner Haines seconded the motion then passed unanimously. The District Manager. was directed to sign the contract.

### **c. 2017-01 WSEA with Sound Transit**

District Manager Diane Pottinger informed the Board that the original deposits made by Sound Transit to facilitate the water system improvements required for the new light rail station have been exhausted. As there is still considerable work to be done, Ms. Pottinger has been working with Sound Transit to negotiate an additional deposit for the remaining work. The agreement will need to be signed by Commissioner Hale. Once the signature is obtained,

Sound Transit will provide a fully executed contract to the District and make the agreed upon deposit.

### **MANAGER REPORTS**

#### **a. Director of Finance**

District Manager Diane Pottinger made the report in the absence of the Director of Finance.

- **Resumption of Shut-offs** - The District reinstated shut-offs for non-payment on January 25, 2022. It was a very busy week as staff worked with customers to reconcile accounts and restore water service. There were 31 services shut-offs and as of this meeting only five services had not been restored.

#### **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 bid opening for this project was held in the District parking lot on January 26 at 10:00 am. Four bids were received. The District's engineer for this project, David Evans and Associates, will be certifying the apparent low bid this week and a resolution to award the bid will be brought to the February 15 Board meeting for approval.
- **CIP 2021.05 - CIP Project 131A 200th Ave Water Main**  
The RFP for this project was sent to the District Small Works Roster on Monday, January 31. Bids are due on February 16.

Mr. Woody also reported on other District business.

- **Fircrest Flow Testing**  
On Friday, January 25, Fircrest conducted hydrant flow testing at their site. District staff assisted in this process by testing system pressures at several sites around the District to assess impact. District pressures held well during the process. More modeling and testing are ahead for the Fircrest site, and the District will continue to work close with them during this process.
- **Security Concerns**  
Mr. Woody updated the Board on security concerns at the North City/Denny Clouse Pump Station. A neighbor reported seeing cuts in the chain link fence surrounding the property. Upon inspection, District staff found three places where the perimeter fence had been cut and evidence that someone had been on the property. There was no property damage observed. District staff will repair the fence and are removing some landscape overgrowth to provide better site lines along the fence. Additionally, Mr. Woody will be purchasing some additional cameras to provide better surveillance of the site. The District will be looking at a comprehensive upgrade to its security camera systems soon.

### **COMMISSIONER REPORTS**

Commissioner Ricker had no report at this time.

Commissioner Haines reported on her attendance at the WASWD Commissioners Workshop on Saturday, January 29.

Commissioner Hale also reported on the WASWD Commissioners Workshop.

### **LEGAL REPORT**

None at this time

### **EXECUTIVE SESSION**

The Board went into executive session at 4:20 p.m. for 20 minutes to discuss the performance evaluation of a District employee per RCW 42.30.110(1) (g). The commissioners, and Mr. Bennett were present. At 4:40 p.m. Ms. Pottinger joined the session which was extended for an additional 20 minutes. At 5:00 p.m. the executive session was extended for an additional 10 minutes. The executive session concluded at 5:10 p.m.

**ADJOURN**

The meeting resumed in public session at 5:10 p.m. no action was taken. There being no further business, Board President Patricia Hale concluded the meeting at 5:11 p.m.

There will be a special meeting joint meeting with Shoreline Fire Department on Thursday, February 10 at 5:00 p.m. The meeting will be held at the Fire Station with a remote option available. The next regular meeting of the Board will be on February 15, 2022, at 3:00 p.m. This meeting will be held via conference call.

---

Patricia M. Hale

---

Ron Ricker

---

Charlotte Haines