



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

February 2, 2021

The meeting was called to order in at 3:00 p.m. by Board President Patricia Hale via telephone conference call in conformance with Governor's Proclamation 20-28.14.

### **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**

Executive Assistant Theresa Harrington distributed an updated agenda that corrected two typographical errors. Commissioner Haines moved to approve the corrected agenda as presented. Commissioner Ricker seconded the motion. The motion passed unanimously.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes for the January 19 regular meeting. Commissioner Ricker seconded the motion. The motion passed unanimously.

Commissioner Haines made a motion to approve the minutes for the January 28 special 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 Friday 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 6136-6152 and 117363-117400 in the amount \$300,086.38 from the maintenance fund and voucher numbers 594-599 in the amount of \$7,170.59 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**

#### **a. New Maintenance Facility Ribbon Cutting**

District Manager Diane Pottinger recapped the socially-distant staff ribbon cutting ceremony held at the new maintenance facility on Tuesday, January 26th. Commissioners and staff alike were grateful to have the opportunity to celebrate the completion of this important District project. The field crew will be moving in to the new location this week. Due to COVID-19 the celebration was limited to staff, but if restrictions lift later in the year a more community based celebration will be planned.

### **NEW BUSINESS**

#### **a. Resolution 2021.02.05 Updating Resolution 2020.04.17 to provide back-up signatories for the vouchers under emergency procedures.**

District Manager Diane Pottinger presented an update to resolution 2020.04.17 authorizing other commissioners to sign vouchers in the event that Commissioner Ricker is unavailable to do so. The alternative voucher procedures are valid until COVID restrictions on in person meetings are lifted. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board.

- b. Resolution 2021.02.06 Approving contract with KPG to provide design and permitting services for CIP 2021-04 Beach Drive Crossing.**  
Operations Manager Denny Clouse presented a resolution and scope of work to approve the contract with KPG to provide design and permitting services for CIP 2021-04 Beach Drive Crossing. The District has an abandoned crossing at this location and would like to reconnect it. KPG is a company on the District's approved Engineering Roster for 2021. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board.
- c. Resolution 2021.02.07 Approving the salary for the District Manager for 2021.**  
Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved unanimously by the Board.
- d. City of Seattle Operating Board Customer Survey 2021**  
District Manager Diane Pottinger shared a customer survey regarding SPU's contract negotiations. A discussion ensued on survey questions and what kind of changes, if any, the District might want to see in a new contract with SPU. The commissioners directed Ms. Pottinger to complete and submit the survey.
- e. District Code Review Title 3**  
District Manager Diane Pottinger reviewed with the board the proposed changes to Title 3 of the District Code. Ms. Pottinger proposed the addition of a chapter on Charges for Water Services Rates in an Emergency, which would contain the COVID related rate programs. In addition, there were several changes to the title regarding theft of water services as well as the removal of meters. Ms. Pottinger will post the updated Title 3 to the District's website and will bring a resolution to the next board meeting for board adoption.
- f. Salary and Compensation Survey**  
Ms. Pottinger reported that she had reached out to five firms that had been recommended by other district for HR related work. She had requested a quote and scope of work for completing a salary and compensation study for the District. The commissioner felt the topic needed an in depth examination and requested a study session to discuss the topic in detail, prior to deciding on whether or not to pursue the assistance of a consulting firm. Commissioner Ricker moved to hold a special meeting on Tuesday, February 9<sup>th</sup> at 3:30 p.m. via conference call for the purpose of conducting a study session to discuss the salary and compensation survey. Commissioner Haines seconded the motion and the motion passed.

### **MANAGER REPORTS**

- a. Finance Manager**  
District Manager shared with the Board that the oral agreement by King County to support the convention center construction was contingent on the participation of the City of Seattle and the State of Washington. She had been assured by the County that non-county investment pool participates would not have any exposure as a result of this loan. If the loan goes through, it will be entirely between County funds. She would also be updating the Board at a following meeting on the recent annual report of the fund.
- b. Project Status Report/Operation Manager**  
Operations Manager Denny Clouse updated the Board on the capital projects and the consultant, he is working on to get started or complete prior to his retirement, including:
- 1) CIP 2021.01 - 2.0 MG Reservoir Work, (Murraysmith)
  - 2) CIP 2021.02 - 8" Water Main Replacement on 25th AVE NE, (NCWD)
  - 3) CIP 2021.03 - 30th Ave NE Clean up Service lines, (DEA)
  - 4) CIP 2021.04 - Beach Drive Creek Crossing, (KPG)
  - 5) CIP 2021.05 - CIP Project 131A 200th Ave Water Main, (BHC)
  - 6) CIP 2021.06 - PAX Mixer Replacement 3.7 MG Tank (NCWD)

Mr. Clouse also informed the board that David Evans and Associates (formerly CHS) has requested some changes to the standard consulting contract. The staff and District Attorney will review the requested changes and management will bring back an updated consultant contract. Mr. Clouse reported that the field crew is settling in to the new maintenance facility and are very grateful to be there. There is a need some additional storage furniture for the

shop such as bookshelves to hold binders and manuals. Lastly Mr. Clouse will be reviewing the uniform contract in the near future.

**c. District Manager**

District Manager Pottinger reported that King County has placed the approval of the District's 2020 Water System Plan on the February Local Services Committee meeting agenda. She will share the meeting access link if commissioners would like to attend. Once approved at this committee, it should go to the full County Council for approval. Additionally, Ms. Pottinger reported that the US Geological Survey received a grant for the Lidar survey project in order to identify high quality 3D-elevation data which could help find earthquake faults. The District, along with King County and several other agencies, agreed to be partners for this project as the survey boundary includes the District boundary. In other District business, Ms. Pottinger reported that she will have a draft of the first quarter newsletter at the next board meeting for review. At a prior meeting, Commissioner Hale had requested that the District get bids from printers on costs for mailing and distributing the newsletter. Ms. Pottinger requested to table that research until fall due to other pressing priorities and the commissioners concurred. Ms. Pottinger also reported that she has been working on the inventory and work order upgrade for Springbrook. This process requires the completion of inventory which should be done early next week. Lastly, Ms. Pottinger reminded the board that the second presentation in the "Prepare in a Year Washington" series will happen at the monthly staff meeting on February 17<sup>th</sup> at 8:15 a.m. Executive Assistant Theresa Harrington will be sure commissioners have the link to join the meeting.

**COMMISSIONER REPORTS**

Commissioner Ricker reported on his attendance at WASWD Virtual Commissioners Workshop

Commissioner Haines had no report at this time.

Commissioner Hale also reported on the WASWD Virtual Commissioners Workshop. In addition, Commissioner Hale shared that she will be joining the Strategic Planning Committee for WASWD.

**LEGAL REPORT**

District Attorney Joe Bennett reported that he will reviewing the District's standard consultant contract and will bring it back to the board for review at the next regular meeting. He also shared that the final dissolution of Ronald Wastewater is April 30, 2021.

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

The next special meeting will be Tuesday, February 9, 2021 at 3:30 p.m. via telephone conference call. This is a study session.

The next regular meeting of the Board will be on February 16, 2021 at 3:00 pm via telephone conference call.

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Patricia M. Hale

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Ron Ricker

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Charlotte Haines