



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

February 16, 2021

The meeting was called to order in at 3:01 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

### **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 Hale moved to approve the corrected agenda as presented. Commissioner Ricker seconded the motion. The motion passed unanimously.

### **APPROVAL OF MINUTES**

Commissioner Hale made a motion to approve the minutes for the February 2 regular meeting  
Commissioner Ricker seconded the motion. The motion passed unanimously.

Commissioner Ricker made a motion to approve the minutes for the February 9 special meeting  
Commissioner Hale 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 Hale moved to approve vouchers numbers 6153-6169 and 117401-117436 in the amount \$247,475.22 from the maintenance fund and voucher numbers 600-605 in the amount of \$9,221.54 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. Resolution 2021.02.08 Amending Title 3 of the NCWD Code**

District Manager Diane Pottinger presented the Board with the finalized versions of Title 3 of the NCWD Code. An additional chapter was added to cover the COVID related relief and payment programs. The final formatted version of Title 3 is posted to the District website. Commissioner Ricker made a motion to approve the resolution. The motion was seconded by Commissioner Hale then passed unanimously.

### **NEW BUSINESS**

#### **a. Updating the District's Consulting Services Contract**

District Manager Diane Pottinger explained the development of the current consulting services contract. For the past nine years, this standard contract has been used by the District with few consultant requests for modification. Recently, a consultant has requested several changes, which has prompted a review of the contract. Ms. Pottinger and Mr. Bennett will negotiate the final changes with the consultant. Mr. Bennett will prepare an updated form contract for staff and Board review at a future meeting.

**b. Quarter 1 Newsletter**

District Manager Diane Pottinger distributed a draft of the District's first quarter newsletter. The Board reviewed and approved. The newsletter will be mailed to customers next week.

**c. Review of COVID-19 Vaccination Policies**

On February 10th, the Water & Sewer Risk Management Pool sponsored a COVID-19 Vaccine Seminar presented by attorneys Darren Feider and District Attorney Joe Bennett. Mr. Bennett provided the Board with a summary of the seminar which included important topics regarding employer and employee rights and responsibilities regarding the COVID-19 vaccine and safe reopening of business-related activities. Despite the current dissemination of the vaccine, all reopening plans and policies must follow current guidance of the King County Department of Health, Office of the Governor, and the CDC. After an extended discussion, the Board directed staff to draft a policy regarding the COVID vaccination, safe return to in-person meetings and potential opening to the public. The topic will be an agenda item in a future board meeting.

**MANAGER REPORTS**

**a. Finance Manager**

No report at this time.

**b. Project Status Report/Operation Manager**

Operations Manager Denny Clouse reported on a pre-application meeting for the development of a 42-unit apartment building at 177<sup>th</sup> and 12<sup>th</sup> Pl.

In addition, Mr. Clouse updated the Board on the major capital projects in the works for 2021. The District will be working with several engineering firms to complete some of these projects.

- 1) **CIP 2021.01 - 2.0 MG Reservoir Work**, (Murraysmith): Murraysmith is in the process of developing a scope of work for the project.
- 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): DEA has submitted the scope of work for this project and the District is currently negotiating language for the consulting services agreement.
- 4) **CIP 2021.04 - Beach Drive Creek Crossing**, (KPG) – Scope of work has been received and consulting services contract signed.
- 5) **CIP 2021.05 - CIP Project 131A 200th Ave Water Main**, (BHC): BHC is in the process of developing a scope of work for the project.
- 6) **CIP 2021.06 - PAX Mixer Replacement 3.7 MG Tank** (NCWD)

Mr. Clouse informed the Board that the move into the new shop is going well. The move has been an excellent opportunity to clean and get organized. He continues to work with the District Manager on reconciling inventory counts and numbering systems to prepare to move inventory and work order processes to the Springbrook system. In other District business, one of the District vehicles experienced some mechanical issues over the snowy weekend. The vehicle will be inspected and repaired if needed. Lastly, Mr. Clouse reported that the Shoreline Fire Department has changed their policy on new development of single-family homes. All new houses will now be required to have a sprinkler system regardless of fire flow availability at the site. This policy change may impact the District's certificate of water use availability policies. Staff will be reviewing how the change might impact current District policies and procedures and will report back at a future meeting.

**c. District Manager**

District Manager Pottinger reported that the new inventory module for Springbrook should go live this week. There will also be a purchase order module added to track inventory related purchasing. The goal of moving these processes into the District's main computer system is to increase efficiency and accuracy. The new Flexnet meter reading system is also moving forward. Staff will be meeting with the vender next week to discuss the progress. Ms.

Pottinger reported she has signed the contract with Trupp HR to conduct a salary and compensation review for the District. The project should be completed by May. In other regional news, Ms. Pottinger reported that there is a proposed merger in process between Northshore Fire Department and Woodinville Fire Department. Ms. Pottinger has reached out to Northshore Fire to request a joint meeting of commissioners but has not heard back at this time. Lastly, Ms. Pottinger updated the Board on a series of cyber security breaches in the industry, both nationally and locally. Ms. Pottinger has been in conversations with the District's IT contractor to review security systems at the District.

**COMMISSIONER REPORTS**

Commissioner Ricker reported on his attendance at the WASWD Legislative Committee meeting.

Commissioner Hale reported on her participation in the WASWD weather and water hazards webinar on February 9. Experts are predicting a dryer, hotter summer and a warm fall which could impact supply if sufficient snow pack does not accumulate this winter.

**LEGAL REPORT**

No additional report at this time.

**EXECUTIVE SESSION**

The Board went into executive session at 4:18 p.m. for 20 minutes for the purpose of considering pending or potential litigation per RCW 42.30.110(1)(i). The commissioners, Mr. Bennett and the District Manager Diane Pottinger were present. The executive session concluded at 4:38 p.m. The meeting went into a short recess and resumed for public session at 4:40 p.m.

Commissioner Hale concluded the meeting at 4:43 p.m.

The next regular meeting of the Board will be on March 2, 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