

  
WATER DISTRICT  
**MINUTES OF REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS**

March 1, 2022

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. The meeting was held at the North City Water District Building, located at 1519 NE 177<sup>th</sup> St, Shoreline, WA 98115. Due to the current COVID-19 guidelines, the meeting was also available through phone conferencing to listen and attend. Executive Assistant Brennan Smith 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  
Brennan Smith, Executive Assistant  
Joe Bennett, District Attorney (via phone)  
Barb Shosten, Director of Finance

**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 was present at the meeting but had no comment at this time.

**APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Commissioner Haines made a motion to approve the agenda. Commissioner Ricker seconded the motion. The motion passed unanimously.

**APPROVAL/ADJUSTMENTS OF MINUTES**

Commissioner Haines saw that the minutes from the special meeting on February 10, 2022, were improperly labeled and dated. Commissioner Hale motioned to have amendment of special meeting minutes for February 10, 2022, deferred until later in the meeting. Commissioner Ricker motioned to approve the minutes from the regular meeting minutes from February 15, 2022. Commissioner Haines seconded the motion and the motion passed unanimously.

**APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve vouchers numbers 118381-118428 in the amount \$189,594.67 from the maintenance fund, and vouchers numbers 696-697 in the amount of \$12,684.14 from the capital fund. Staff and commissioners discussed the vouchers. Commissioner Ricker seconded the motion, which passed unanimously.

**OLD BUSINESS**

**a. COVID related information from Shoreline Fire Department**

District Manager Diane Pottinger shared the information regarding the Special Meeting on February 15, 2022, with the Shoreline Fire Department for updated COVID Pandemic protocols in their department. The Shoreline Fire Department is requiring employees from refraining from unnecessary contact and maintaining social distancing whenever possible. All Shoreline Fire Department employees are asked to complete a rapid "Point of Care" (POC) test at each start of the workday. Those that are not vaccinated are required to wear their N-95 masks while working in buildings or around other individuals regardless of test outcomes, while fully vaccinated employees who have a negative "POC" test for the given day may remove their face covering while inside the Shoreline Fire Department buildings and vehicles. Employees must wear face covering when in contact with public or outside agency personnel, regardless. Paramedics working in Northshore or Bothell Fire Departments shall continue to follow their own protocols they have placed. The Board discussed how the District should develop its protocols. No definitive decisions were made on opening the building to the public yet. The Board asked the District Manager to bring back sample

protocols from Shoreline, Woodinville Water District, Bothell, along with our current COVID policy to the next Board Meeting on March 15, 2022.

For the health and safety of District employees the Board has been meeting via conference call. As of March 1, 2022, the Board will begin resuming to meet in person, with state mandate protocols, as public health metrics improve. Commissioners will resume signing of all minutes, resolutions, and vouchers approved during today's meeting, and future meetings, unless otherwise motioned.

### **EXECUTIVE SESSION**

The Board went into executive session at 3:32 p.m. for 20 minutes to discuss the potential sale of District property pursuant to RCW 42.30.110(1)(c), regarding property sale. The commissioners, Ms. Shosten, Mr. Woody, Ms. Pottinger, Mr. Bennett and attorney David Johnston were present. The executive session concluded at 3:50 p.m. The regular meeting resumed at 3:52 p.m.

### **NEW BUSINESS**

**a. Resolution 2022.02.18 Awarding the Contract with Wolfskill Construction, LLC for NE 200<sup>th</sup> St water main installation (CIP2021.05) prior to Approval by Board of Commissioners**

Director of Operations, Max Woody gave a review of the North City District contract for the NE 200<sup>th</sup> St water main installation. The District received six different bids to perform the work, and the lowest bidder was Wolfskill Construction, LLC. The Director of Operations, Mr. Woody and District Manager, Ms. Pottinger concur with the District's Consultant BHC Consultants, that the contract should be awarded to Wolfskill in the amount of \$153, 686.00. The commissioners reviewed the resolution. Commissioner Haines made a motion to approve the resolution. Commissioner Ricker seconded the motion then passed unanimously.

**b. Resolution 2022.03.13 Approving Amendment No. 5 of the contract with SecurComputing, LLC for IT Services**

District Manager Diane Pottinger provided the Board with a resolution to approve an Amendment No. 5 of the contract with SecurComputing, LLC which includes moving all District employees over to same Microsoft Office 365 plan. The change will include a reduction in payment for this service, at retail rate to SecurComputing, instead of paying Microsoft directly. These prices are subject to change by Microsoft and not controlled by SecurComputing. Commissioner Haines made a motion to approve the resolution. Commissioner Hale seconded the motion then passed unanimously.

### **MANAGER REPORTS**

**a. Director of Finance**

Director of Finance, Barb Shosten returned, and updated her work schedule to full-time. Ms. Shosten reported in January and February, that Paulyne and Kern had done an excellent job approaching customers about their past due bills. The District was down to approximately \$60,000.00 in accounts past due over 120 days.

**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**  
Awaiting the signed contract and the working to give the contractor, B&B Construction the notice to proceed.
- **CIP 2021.03 – 2.0 MG Reservoir Repair Project**  
The bid opening for this project has been advertised, and the bid date was changed from March 3 to March 7, 2022, at 10:00am.
- **CIP 2012.09 – Maintenance Shop Phase III Project**  
The Maintenance Shop Phase III is waiting on materials to build a covering for the parking area. This project was approved in October 2021 and has been on hold, due to lack of available materials. Mr. Woody reported that materials should arrive this March, and we will need to renew the notice to proceed since it has expired.

- **CIP 2021.04 - Beach Dr Creek Project**  
There is currently no waterline at the crossing of McAleer Creek at Beach Dr NE. The District proposes to hang a new waterline along the bridge, to avoid having to bore a waterline underneath the creek, which would be significantly more costly.
- **Future CIP 2022.01 - Bothell Way Boring Project #114**  
Mr. Woody updated the Board regarding the Bothell Way project. The District Manager is reaching out to Lake Forest Park Water District to share the boring as they have a similar project in their water system plan. This will be updated when we receive an answer.

**c. District Manager**

District Manager Diane Pottinger updated the Board on several items.

- **Fircrest Project**  
Ms. Pottinger reported to the Board there is an upcoming meeting on March 8, 2022, at 6:00pm with Fircrest. She provided the board a link to the Zoom meeting.
- **Quarter 1 Newsletter**  
The newsletter is currently being completed. The newsletter will include historical information from the three different decades, 1960's thru the 1980's. It will be out for publishing next week after approval.
- **Cyber Security**  
The topic of cyber security was discussed with the Board and Ms. Pottinger is currently reviewing of procedures with the security company.
- **Connection Charges**  
The Board was informed by Ms. Pottinger of the potential that the District may consider updating changes to the connection charges within the next few months.

**COMMISSIONER REPORTS**

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

Commissioner Hale had no further report at this time.

**LEGAL REPORT**

None at this time.

**ADJOURN**

There being no further business, Board President Patricia Hale concluded the meeting at 4:46 p.m.

The next regular meeting of the Board will be on March 15, 2022, at 3:00 p.m. This meeting will be held in person at the District office and via conference call to the public.

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Patricia M. Hale

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Ron Ricker

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Charlotte Haines