



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 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

District Attorney Joe Bennett requested that an executive session for the purpose of considering pending or potential litigation per RCW 42.30.110(1)(i), be added as the last agenda item. Commissioner Ricker moved to approve the amended agenda. Commissioner Hanes seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the February 16 regular 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 6170-6185 and 117438-117469 in the amount \$146,305.22 from the maintenance fund and voucher numbers 606-612 in the amount of \$4,095.10 from the capital fund. Note: Voucher number 117437 was inadvertently skipped in the voucher preparation process. No payment or vendor is associated with this voucher. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Ricker seconded the motion. The motion passed unanimously.

OLD BUSINESS

None at this time.

NEW BUSINESS

a. 2021.03.09 Approving Contract with DEA to Provide Survey Design Outreach Permit and Construction Services for Water Services on 30th Avenue NE

District Manager Diane Pottinger presented a resolution to approve the contract with DEA to provide engineering services for CIP 2021.03 - 30th Ave NE main and service line repair and replacement. DEA requested several changes to the District's standard consulting services contract. The District Manager and District Attorney reviewed the requested changes and worked with DEA to come up with a mutually acceptable agreement. The revised contract is attached to the resolution. The Board reviewed the resolution and attachments. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Ricker then passed unanimously.

MANAGER REPORTS

a. Finance Manager

No report at this time.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that he is working with Wagner Architects on the final close out of the new shop construction. The District has applied for a permit extension to accommodate the completion of the covered bay later this year. There have been some issues with the gas pressure to the hot water heater at the new facility. PSE has made repairs and the problem seems to be resolved.

In addition, Mr. Clouse updated the Board on several pre-application meetings this week. There are two six unit townhome complexes being planned. One near 12th Avenue NE and NE 175th Street and the other near NE 180th Street and 12th Avenue NE. The Animal Surgery Center, located at the old Walgreens site, is expanding and has recently acquired the adjacent building (the old carpet store) at 17534 15th Ave NE.

Mr. Clouse also updated the Board on capital projects. He met with KPG, the engineering consultants for CIP 2021.04 (Beach Drive Creek Crossing). The firm is in the process of researching the most cost effective approach for the project. The District is still awaiting the scope of work from the engineering firms working on CIP 2021.01 - 2.0 MG Reservoir Work and CIP 2021.05 - CIP Project 131A 200th Ave Water Main. The District expects to see the scope of work for both projects sometime this month.

Finally, Mr. Clouse reported on his attendance at the AWWA-PNWS quarterly virtual training which he thought went very well. PNWS has decided to offer four quarterly one day virtual trainings in place of the annual conference traditionally held in May.

c. District Manager

District Manager Pottinger updated the Board on several ongoing projects.

- The implementation of the flexnet meter reading program has begun. Staff is currently working with the vender on transitioning to the new program.
- The new work order and inventory model has been added to Springbrook and training is in process. This system will streamline the inventory tracking and accounting processes once implemented.
- Trupp Hr has drafted the survey questions for the salary and compensation review. District staff is working with them to finalize the survey so that the review process can begin.
- The annual AWWA Benchmarking survey is in process. District staff will complete the survey this month.

Ms. Pottinger requested input from the Board on the best approach for putting the old maintenance facility building and property on the market. After careful discussion, the Board and staff agreed that the District should hire an appraiser to establish a fair market value for the property. Ms. Pottinger also shared with the Board the proposed dates for the Operating Board contract negotiation meeting with SPU.

In other District business, Ms. Pottinger informed the Board that upon Mr. Clouse's retirement, she will become the contact person on the DOH Water Facility Inventory form. She will make that update closer to Mr. Clouse's departure date. Ms. Pottinger also reported that Ms. Shosten will have the financial statements completed this month.

Lastly, Commissioner Hale asked for any new information regarding the impact to the District's Certificate of Water Availability (CWA) process in light of Shoreline Fire District's change in policy requiring fire sprinklers on any new single-family development. As the city is still requiring a CWA, there has been no change to District process at this time. Commissioner Hale also inquired on the status of a joint Board of Commissioners meeting with the Northshore Fire Department. Ms. Pottinger indicated she had not heard back, but will follow up this week.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Hale reported that she had viewed the February 10th, the Water & Sewer Risk Management Pool sponsored COVID-19 Vaccine Seminar presented by attorneys Darren Feider and District Attorney Joe Bennett. She requested that a copy of the presentation be printed out so that commissioners could use it as reference during Covid related policy discussions. Ms. Pottinger said she would make a copy available. Commissioner Hale also reported on her attendance at the WASWD Board meeting.

Commissioner Haines had no report at this time.

LEGAL REPORT

No report at this time.

District Attorney Joe Bennet requested a short recess prior to the executive session. Commissioner Hale called a recess at 3:45 p.m. with instruction to resume in executive session at 4:00 p.m.

EXECUTIVE SESSION

The Board resumed in an executive session at 4:00 p.m. for 9 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 4:09 p.m. The meeting went into a short recess and resumed for public session at 4:11 p.m.

Commissioner Hale concluded the meeting at 4:12 p.m.

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

Patricia M. Hale

Ron Ricker

Charlotte Haines