



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 16, 2021

The meeting was called to order in at 3:02 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
(Commissioner Haines joined at 4:10PM)

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.

Dan Dale from the North City Neighborhood Association was present on the call. Mr. Dale shared with the commissioners and staff that the North City Neighborhood Association is planning to revive the hanging flower basket program in the North City Business District. Years ago, the Neighborhood Association, in partnership with the City, would purchase, hang, and maintain flower baskets throughout the North City Business District. The City had eliminated this program several years ago. In light of the challenges of the past year, the Neighborhood Association feels that reviving the program seemed like a wonderful way to provide some much needed cheer to the community. Mr. Dale invited the North City Water District to assist with the program. Commissioners indicated they would consider the request and get back to Mr. Dale soon. Mr. Dale left the call at 3:15PM.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Ricker moved to add the approval of voucher #117501 to the agenda as item 7b. under new business. The remaining items under new business will follow. Commissioner Hale seconded the motion and the motion passed.

APPROVAL OF MINUTES

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

Commissioner Hale requested that for future minutes all acronyms be spelled out in the first reference for clarity.

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 Ricker moved to approve vouchers numbers 6186-6202 and 117470-117500 in the amount \$258,935.16 from the maintenance fund and voucher numbers 613-615 in the amount of \$5,234.45 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Hale seconded the motion. The motion passed unanimously.

OLD BUSINESS

a. Salary and Compensation Survey

District Manager Diane Pottinger updated the Board on the status of the salary and compensation review being conducted by Trupp HR on behalf of the District. Ms. Pottinger shared the preliminary analysis of the Finance Manager and Operations Manager positions. The employees filling these positions are highly experienced and perform duties similar to director level positions at larger utilities. Thus, the initial salary ranges identified by Trupp HR

for these positions are higher than the range identified in the 2021-2023 budget. To attract the highest and most qualified applicants, consideration of a higher salary range may be in order. Trupp HR has provided the District Manager and Operations Manager a draft of the survey they are preparing to send out to 14 neighboring utilities to gain the information necessary for the rest of their analysis. The survey will go out after input is received from District management.

b. Job Description and Title review for open Finance Manager Position

Ms. Pottinger shared the draft job description and salary recommendations for the open Finance Manager position. Ms. Pottinger asked that the commissioners to review the proposed description and provide input by the next Board meeting. Once the salary and compensation survey is complete staff will work with the commissioners to finalize and advertise the open Finance Manager/Director position.

NEW BUSINESS

a. 2021.03.10 Resolution Acknowledging Completion of the Water System Extension Agreement for Parfitt Family LLC – Uplift Gym

Operations Manager Denny Clouse presented a resolution to acknowledge the completion of the Uplift Gym project near 15th Ave NE and NE 175th St. A refund of the project retainage, in the amount of \$5082, is owed to the customer. The District still needs to receive the easement required for the WSEA before the final refund can be issued. The customer will be providing the easement soon. Commissioner Hale made a motion to approve the resolution. The motion was seconded by Commissioner Ricker then passed unanimously.

b. Approving Voucher #117501 (retainage refund for the Uplift Gym project)

Commissioner Ricker moved to approve voucher number 117501 from the maintenance fund. Commissioner Hale seconded the motion. The motion passed unanimously.

c. District Conferences for 2021

Executive Assistant Theresa Harrington reviewed with Board and staff the status of online and potential in-person conference offerings from AWWA and WASWD for 2021. Ms. Harrington will register anyone interested in attending.

d. Timeline and process for selling the surplus property at 16906 NE 15th Avenue NE

The move to the new maintenance facility is nearly complete and the site of the old maintenance facility is no longer needed for District business. District Manager Diane Pottinger engaged the Board in a discussion of possible approaches for listing the property. Considering current demands on staff time, Ms. Pottinger recommended the District engage a real estate broker to provide advice and guidance on preparing the property for sale, determining an appropriate asking price for the property, listing the property, and facilitating the purchasing process. Ms. Pottinger shared a sample request for qualifications (RFQ) and the Board discussed and provided input. The Board concurred with Ms. Pottinger's recommendation to hire a real estate professional to assist with the sale. Ms. Pottinger indicated she would bring an RFQ for real estate brokerage services to the next meeting for review and approval.

Operations Manager Denny Clouse informed the Board that some desks and some of the furnishings from the old maintenance facility are not needed at the new site and need to be surplused. In addition, there are some old furnishings stored at the administration building that are ready for surplus. Mr. Clouse is working with Ms. Pottinger to identify if any of these items are listed on the District's fixed assets schedule. Management will bring a resolution to surplus these items to the next Board meeting for review and approval.

MANAGER REPORTS

a. Finance Manager

District Manager Diane Pottinger reported that the District's financial statements should be ready by the end of March.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that the Sound Transit project at NE 189th Street had passed all inspections and is ready for tie into the District system. In addition, Mr. Clouse reported on a pre-construction meeting with the developer who will be developing 16 lots near 16533 8th Ave NE. They anticipate beginning the water related work in about three weeks. Mr. Clouse also reported that he is working diligently with the Shoreline School District to

finalize and close out the Kellogg Middle School, North City Campus and Aldercrest Campus projects. There are a few remaining issues to resolve before the WSEA can be accepted.

Mr. Clouse also updated the Board on capital projects:

- **CIP 2021.03 - 30th Ave NE Clean up Service lines**, David Evans and Associates (DEA) DEA has received the notice to proceed from the District. They will be starting this project soon.
- **CIP 2021.05 - CIP Project 131A 200th Ave Water Main**, BHC: The as-builts required for this project cannot be located at this time. BHC is in the process of trying to locate them. If they cannot be found in a timely manner, the District will do some potholing to clarify what is underground so that a correct scope of work can be developed.

Mr. Clouse also informed the Board that he has purchased a bar code reader to assist with the new electronic inventory/work order process. Lastly, Mr. Clouse reported he will be attending the annual meeting between the City of Shoreline and all the utility providers. He will report back to the Board next meeting on the outcomes.

c. District Manager

District Manager Pottinger updated the Board on several ongoing projects.

- The District will be revisiting its vendor contract for uniforms and district apparel in the fall. There will be no new orders of district logoed clothing until a new contract has been established.
- The District is at an impasse with Sound Transit in negotiating the contract for the SR-522 project. Sound Transit has previously asked their attorney to contact the District's attorney regarding the issues of concern but it has not occurred to date.

Ms. Pottinger also informed the Board that Seattle Public Utilities (SPU) has scheduled a contract negotiation meeting on April 6th at 3:00 p.m. This conflicts with the next regular Board meeting, Ms. Pottinger suggested the time be moved to 1:00 p.m. Commissioner Hale motioned to hold a special meeting of the Board on April 6, 2021 at 1:00 p.m. for the purpose of conducting regular business. Commissioner Ricker seconded the motion and the motion passed.

Lastly, Ms. Pottinger engaged the Board in a discussion of the status of the COVID-19 pandemic in relation to District business and customer services. As the state moves slowly toward re-opening, there are many issues that will require policy decision such as but not limited to; COVID-19 vaccination policies; return to in-person board meetings, customer payment assistance, late fees and shut-offs, and re-opening the building to the public.

In light of improving public health metrics, and the movement of King County into Phase 2 of the Governor's Healthy Washington: Roadmap to Recovery, Commissioner Ricker made a motion to allow for the option of in-person attendance at the regular and special meetings of the Board starting on April 6, 2021. The Board, staff and district attorney discussed the motion and provided input as to the procedures necessary to implement the safe return to a hybrid meetings option. Commissioner Haines seconded the motion and the motion passed.

Commissioners and staff reached consensus that the following requirements must be met to ensure the safety of all:|

- The in-person option is only for staff and commissioners. Members of the public will be invited to attend via the teleconference phone number.
- In-person attendance is optional. Remote call-in option remains for all who choose it.
- North City Water District will adhere to all state and Department of Health measures established by the Governor's guidance: including; mandatory masking, social distancing and enhanced cleaning and sanitation of the Board room.

Mr. Bennett requested that a resolution detailing these procedures be brought to the next Board meeting for approval.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Hale informed the Board that the March and April WASWD Section IV meetings have been canceled.

Commissioner Haines had no report at this time.

LEGAL REPORT

Mr. Bennett requested the Board go into an executive session for the purpose of considering pending or potential litigation per RCW 42.30.110(1)(i). Commissioner Haines moved for an executive session. Commissioner Ricker seconded the motion and the motion passed. The public session closed at 4:59 p.m.

EXECUTIVE SESSION

The Board resumed in an executive session at 5:00 p.m. for 21 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 5:21 p.m. The meeting went into a short recess and resumed for public session at 5:23 p.m.

Commissioner Hale concluded the meeting at 5:24 p.m.

The next special meeting of the Board will be on April 6, 2021 at 1:00 pm in a hybrid remote/in-person format. The public is invited to attend via telephone conference call.

Patricia M. Hale

Ron Ricker

Charlotte Haines