



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 17, 2020

The meeting was called to order at 3:02 p.m. by Board President Ron Ricker in the North City Water District Board Room.

### Commissioners Present

Commissioner Ron Ricker  
Commissioner Charlotte Haines  
Commissioner Patricia Hale

### Staff Present

Diane Pottinger, District Manager  
Denny Clouse, Operations Manager  
Amalia Mostrales, Finance Manager  
Theresa Harrington, Executive Assistant  
Joe Bennett, District Attorney (Via Phone)

### PUBLIC HEARING FOR REVIEW OF THE NCWD WATER SYSTEM PLAN UPDATE AND DETERMINATION OF NONSIGNIFICANCE

Board President Ron Ricker opened the public hearing at 3:03 p.m. Rodney Langer, P.E. with CHS Engineers was in attendance to present the NCWD Water System Plan update. There was one member of the public present who came to listen but had no comment. The public hearing was closed at 3:05 p.m. and the regular meeting commenced.

### APPROVAL AND/OR ADJUSTMENTS TO AGENDA

An amended agenda was distributed which included two additional resolutions for consideration under new business. Item **7b. Resolution 2020.03.14 Amending the NCWD Board of Commissioners Rules of Procedures** and item **7c. Resolution 2020.03.15 Emergency Related**. In addition, District Manager Diane Pottinger requested that the review of the NCWD Water System Plan, under old business 6a, be moved to follow item 3 on the agenda. Commissioner Hale moved to approve the amended agenda with the requested adjustment. Commissioner Haines seconded the motion and the motion passed.

### OLD BUSINESS

#### **a. Resolution 2020.03.13 Approving the North City Water District Water System Plan**

Rodney Langer, P.E. with CHS Engineers handed out an executive summary of the NCWD Water System Plan. Mr. Langer gave a high level review of the plan and answered questions from the Board. Commissioner Hale provided edits and corrections which Mr. Langer noted for incorporation into the final document. Mr. Langer informed the Board that a SEPA checklist had been completed by the District Manager and no comments were received. The District Manager confirmed that no comments on the SEPA had been received. In addition, a determination of non-significance was completed and published in the *Daily Journal of Commerce* and *Seattle Times* on March 3 and March 9. After Mr. Langer's report, Ms. Pottinger presented a resolution to approve the NCWD Water System Plan.

Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The commissioners signed the resolution.

Mr. Langer thanked the Board for their time. Mr. Langer will forward the Water System Plan to the appropriate agencies for approval and/or comment. Mr. Langer left the meeting at 2:50 p.m.

### APPROVAL OF MINUTES

Commissioner Hale pointed out a typographical error in the minutes. Commissioner Haines made a motion to approve the corrected minutes from the March 3 regular meeting. Commissioner Hale seconded the motion. The motion passed and the commissioners signed the minutes.

### APPROVAL OF VOUCHERS

Commissioner Haines moved to approve vouchers numbers 5771-5788 and 116532-116568 in the amount \$251,448.53 from the maintenance fund and voucher numbers 484-489 in the

amount of \$259,547.52 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

## **NEW BUSINESS**

### **a. North City Water District COVID-19 Response**

District Manager Diane Pottinger informed the Board that the management team met at the outset of the COVID-19 crisis to discuss possible action necessary for the health and safety of the public and staff. Management decided that beginning March 6<sup>th</sup> the administration building would be closed to the public. All District services will still be provided as usually, however, customer service will be provided at the drive up window, via the internet or phone only. In addition, use of board room by outside groups was suspended until further notice. The Board affirmed these actions and agreed to revisit these policies at future Board meetings in light of the quickly changing nature of this crisis.

### **b. Resolution 2020.03.14 Amending the NCWD Board of Commissioners Rules of Procedure**

In light of the COVID-19 crisis, it may become necessary for the Board to meet via conference call rather than in person. The current Board of Commissioners Rules of Procedures do not allow the flexibility for this. District Attorney Bennett and District Manager Pottinger proposed updates to the Board of Commissioners Rules of Procedures document to address this issue. The commissioners reviewed and discussed the changes and were in agreement that being able to meet remotely is essential at this time. Mr. Bennett also discussed the proposed authorizing. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The commissioners signed the resolution.

### **c. Resolution 2020.03.15 Declaring and Emergency Due to COVID-19**

Ms. Pottinger presented to the Board a resolution to declare an emergency due to COVID-19 and to authorize emergency measures to ensure uninterrupted water service by the District during the COVID-19 event. The resolution would give the Board and District management the appropriate flexibility to respond to this critical and fluid situation. The commissioners discussed the resolution. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The commissioners signed the resolution.

## **MANAGER REPORTS**

### **a. Finance Manager**

Finance Manager Amalia Mostrales informed the Board that King County has suspended courier and pick up services for checks due to the COVID-19 crisis. Checks will be mailed out priority mail 5-8 days after the vouchers are signed. This may delay some payments. Ms. Mostrales also informed the Board that COVID-19 could pose challenges for employees who do not have at least two weeks of leave banked. If they or a family member becomes ill or show symptoms of the disease, it is recommended that ill individuals or individuals living with an ill person self-isolate for two-weeks. Ms. Pottinger inquired if the Board had input on policy for this unique situation.

Commissioner Hale made a motion that employees be allowed to donate their sick leave to a co-worker in need. The Commissioners engaged in a lengthy discussion regarding sick leave. Mr. Bennet reported that COVID-19 leave concerns were being discussed in Congress and a legislative response to the issue could be forthcoming. The Board decided it would be prudent to wait for legislative directive on the matter. Commissioner Hale withdrew her motion. The board agreed that if an employee should find themselves affected by the COVID-19 virus before a legislative solution is offered, a special meeting could be called to address the situation. The new paid family leave program may be an option as well.

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

Operations Manager Clouse reported on the progress on the new maintenance facility construction project. Mr. Clouse also reported that there is an outstanding WSEA for a 35 unit building on NE 152<sup>nd</sup> Street that is ready for Board action. However, the customer has not paid the fees associated with the WSEA because he is selling the property. The WSEA will be on hold until a new owner is ready to develop. Lastly, Mr. Clouse reported that he continues to work with the school district on additional work at the Kellogg School.

### **c. District Manager**

District Manager Diane Pottinger reported that WASWD has convened a managers' group call to provide updates and share information on the evolving COVID-19 situation. The call will happen weekly. She also shared an email from Sound Cities with information on how different cities are approaching the issue. In addition, Mr. Pottinger informed the Board that

the retrospective rating pool has a new administrator so the District has been asked to re-sign the existing contract. The board instructed Ms. Pottinger to resign the contract. Finally, Ms. Pottinger informed the board of the passing of Walt Canter, long time Commissioner of Cedar River Water and Sewer District.

**COMMISSIONER REPORTS**

Commissioner Hale asked for a clarification on the dates for the Cascadia training at the UW. Ms. Pottinger confirmed it will be June 17 & 18. Ms. Harrington will correct the date on the commissioners' calendar. Commissioner Hale also reported that she received a call from a customer complementing the NCWD field crew and customer services representatives who were responsive and helpful when they called regarding a problem with a pressure reducing valve.

Commissioner Haines reported on her attendance at the Shoreline Chamber of Commerce Meeting.

Commissioner Ricker reported that most of his meeting attended has been via phone due to the current restrictions on in person meetings.

**LEGAL REPORT**

Legal report was covered during the discussion of the COVID-19 related resolutions. There was no additional legal report at this time.

The meeting was adjourned at 5:35 p.m.

The next regular meeting will be Tuesday, April 7, 2020 at 3:00 p.m. at the District offices or remotely depending on public health directives.

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Ronald Ricker

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Charlotte Haines

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Patricia M. Hale