



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 20, 2021

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. In accordance with a motion at the March 16th Board meeting, the meeting was held in a hybrid format. Commissioners and staff had the option to attend in person or by call in. Members of the public were invited to attend via conference call.

Commissioners Participating

Commissioner Patricia Hale, President (call in)
Commissioner Ron Ricker, Vice President
Commissioner Charlotte Haines, Secretary

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Operations Manager (call in)
Theresa Harrington, Executive Asst. (call in)
Matt Hendricks, District Attorney (call in)

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. No members of the public were present.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Haines made a motion to approve the agenda as presented. Commissioner Ricker seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the April 6 special meeting. Commissioner Ricker seconded the motion. The motion passed.

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 6219-6234 and 117563-117606 in the amount \$272,367.42 from the maintenance fund and voucher numbers 621-624 in the amount of \$7,909.76 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Ricker seconded the motion. The motion passed.

OLD BUSINESS

a. Covid-19 Response Briefing

Ms. Pottinger updated the Board on current COVID-19 response activities as it relates to District customers. Commissioner Hale shared latest report from Dr. Fauci regarding the status of COVID-19 in the nation as well as his recommendation for public health and safety.

Ratepayer Assistance

The State has not yet been told how much federal relief will be directed to Washington so decisions have not yet been finalized with how the funds will be dispersed. Ms. Pottinger has shared the District's needs with WASWD Executive Director Judi Gladstone, who has been in communications with folks at the state level. As reported previously, the District has 106 customers that are behind more than 120 days on their water bills. The moratorium on late fees and shut offs issued by Governor Inslee is set to expire on July 31st. Ms. Pottinger asked the Board for guidance in putting a communications schedule together with the information we have currently, for those customers who have been impacted by COVID.

- **Timing on resumption of late fees:**

The moratorium on late fees and shut offs issued by Governor Inslee is set to expire on July 31 which removes the prohibition of the use the punitive tools of fees and shut offs to encourage customers to pay outstanding balances. The Board and staff discussed how to

approach the resumption of late fee charges and shut offs. Commissioners recommended the resumption of normal billing procedures starting August 1.

- **Review of Late Charge Fee (NCWD Code 3.03.030)** – The District Code provides that if payment is not made within twenty-six days of the billing date of the first bill, then a ten percent late charge based on the amount of the unpaid rates and charges shall be added to the customer’s account balance. After discussion, the Board requested that Ms. Pottinger bring to the next meeting the late fee charges and policies of near neighbor Districts for a more in depth discussion.
- **Review of COVID-19 Low Income Rate Reduction Program (NCWD Code 3.07.010)**
In August of 2020, the Board passed resolution 2020.08.26 to implement a COVID impacted low-income rate reduction program. This resolution and corresponding code update allowed for customers impacted by COVID to use their 2020 income level as qualification for the District’s existing low-income rate reduction program. The traditional program qualification criteria is based on the prior years’ tax return. After review and discussion, the Board agreed that the COVID-19 Low-Income Rate Reduction program should be continued into 2021. This will allow customers whose 2021 income has been impacted by COVID to qualify for the program this year by provided verification of impact such as letter of termination, wage reduction or unemployment status.
- **Review of existing payment arrangement program for those customers impacted by COVID-19 (NCWD Code 3.07.030)**
In August of 2020, the Board passed resolution 2020.08.27 establishing a COVID-19 Deferred Payment Program to assist District customers with accounts that are past due. The program allows customers to set up a payment plans with the account balance as of August 1, 2020 and establishes criteria for repayment. After review and discussion, the Board directed Ms. Pottinger to extend the program allowing pay arrangements through the moratorium and possibly further.
- **Review of existing Lien policy. (NCWD Code 2.06)**
Current District policy authorizes the district manager to file liens against properties with connection or water usage charges of \$250.00 or more, delinquent for more than sixty days and have been shut off. Such liens shall include interest, penalties, recording costs as establish by King County, attorneys’ fees, and other applicable fees or charges, as allowed by law. The Commissioners recommended no change to this policy at this time.

COVID Vaccine Policy

At the April 6th meeting the Board and staff discussed the creation of a COVID-19 vaccination policy for District staff. The Board recommended that Ms. Pottinger discuss the policy with staff and seek input from Enduris (the District’s insurance provider). Ms. Pottinger reported that she has discussed the policy with staff and has contacted Enduris and is awaiting their input. She will update the Board on the status at the May 4th meeting.

NEW BUSINESS

a. 2021.04.11 Resolution Declaring Certain Personal Property to be Surplus and Authorizing the Disposal thereof

District Manager Diane Pottinger presented a resolution to declare as surplus the District property at 16906 15th Ave NE in Shoreline. Commissioner Ricker made a motion to approve the resolution. The motion was seconded by Commissioner Haines then passed unanimously. Ms. Pottinger reported that in response the District’s RFQ, two brokerage firms have expressed interest in submitting their qualifications to help sell the property.

b. Consulting Services Contract

District Manager Diane Pottinger reported that Enduris had reviewed the draft of the updated consulting services contract prepared by District Attorney Joe Bennett and proposed several changes in the area of required insurance limits. The Board agreed that they would like to see a redlined version of the different recommendations from Enduris and hear recommendations from Mr. Bennett on how to proceed.

c. Assistance with the Neighborhood Association for hanging baskets

Ms. Pottinger reported that the Shoreline Neighborhood Association requested NCWD help revive the North City Neighborhood hanging basket program. The commissioner discussed the request.

d. District Salary and Benefits Survey

Ms. Pottinger reported that Trupp HR has sent the salary and benefits survey to 14 neighboring water providers. The deadline for response is April 30. Ms. Pottinger will update the Board on the survey progress at the May meeting.

e. District Personnel Manual Review

Ms. Pottinger reported that, in the process of developing the salary and compensation survey, she had asked Trupp HR to review the District's current Personnel Manual to see if we are current with regulations. As an additional service, Ms. Pottinger requested that the consultants conduct a review of the entire personnel manual and propose needed updates including the current regulation citations. Ms. Pottinger will bring the suggested updates to the Board in June for review and discussion with a goal to adopt later in the summer.

MANAGER REPORTS

a. Finance Manager

District Manager Diane Pottinger reported that the District submitted financial statements to the State Auditor's Office this past week.

b. Project Status Report/Operation Manager

Mr. Clouse reported on development within the District. He indicated that regular updates on the Sound Transit projects will be provided to the Board and management via email. He also reported on some pre-application meetings with the City of Shoreline.

- An 11-unit complex is being planned at 19232 5th Avenue NE. Construction should begin soon.
- Six townhomes are planned at 17737 12th Avenue. The developers paid for service and construction will begin soon.
- There is a meeting today regarding the development of 6 lots at 14802 5th Ave.

Mr. Clouse also updated the Board on several ongoing capital projects.

- **CIP 2021.04 - Beach Drive Creek Crossing:** KPG provided the District with several options and price estimates for the creek crossing project. Mr. Clouse and the Ms. Pottinger will review the options and will report back to the Board with recommendations.
- **CIP 2021.05: NE 200th St. Water Main:** BHC has is considering all options on NE 200th St. and expects to provide the District with a scope of services for engineering to design the project.
- **CIP 2021.01 - 2.0 MG Reservoir Work:** Due to a personnel change with the engineering contractor Murraysmith, the District has not yet received a scope of work for this project, but it is expected soon.
- **CIP 2021.06 - PAX Mixer Replacement 3.7 MG Tank:** The new PAX mixer for the water reservoir has been delivered and Mr. Clouse is working to schedule the divers that will be doing the replacement.

In other District business, Mr. Clouse reported that the final warranty items are being addressed at the new maintenance facility. Once these issues are resolved Mr. Clouse will submit a resolution to close out the project to the Board for approval. Lastly, he is working with BHC to update the oversized maps of the District water system to be mounted at the new maintenance facility site.

c. District Manager

District Manager Pottinger updated the Board on district business:

- Ms. Pottinger shared a note of gratitude from a customer who experienced a large water leak and subsequent large water bill. The customer expressed appreciation to staff for helping to resolve the issue and apply for a leak adjustment.
- Shoreline Fire Chief Cowan has informed Ms. Pottinger that District staff can add their names to the Fire Department's COVID-19 extra vaccine waiting list. Ms. Pottinger will share that information with staff.
- The *Seattle Times* published a letter from WASWD's Judi Gladstone regarding priorities for the use of federal funds from the American Rescue Plan Act that are

allocated for “water, sewer or broadband infrastructure.” Ms. Gladstone advocates prioritizing repairs to aging water infrastructure to ensure safe drinking water and wastewater treatment for everyone in the region.

- The District received a letter from the City of Shoreline stating that the process of assuming Ronald Wastewater is complete. North City Water District formalized its interlocal agreement for the provision of water use data with Ronald Wastewater in resolution 2017.12.31. Ms. Pottinger will be reaching out to the City of Shoreline to discuss entering an interlocal agreement with them now that they are providing sewer services.
- Ms. Pottinger and Mr. Clouse continue to work on securing a consultant to assist the District in completing the Environmental Protection Agency (EPA) Risk and Resiliency Certification for small water systems due on June 30, 2021.

Additionally, Ms. Pottinger asked the Board for input regarding planning an in-person all staff state of the District meeting at the end of the year. The District did not hold its annual meeting last year due to COVID restrictions. The Board agreed that plans could begin for an in-person end of the year annual meeting, but it would be contingent upon public health guidelines and restrictions.

Lastly, Ms. Pottinger shared with the Board a request from WASWD for the annual contribution to support the WASWD Section IV Consulting Services for the Growth Management Planning Council, Regional Water Quality Committee and Metropolitan Water Pollution Abatement Advisory Committee. The Board discussed and directed Ms. Pottinger to contribute \$1,500 to the fund (the same contribution as last year). Ms. Pottinger will submit an invoice in the next batch of payables for Board approval.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

Commissioner Hale reported she received the find and fix leaks flyer distributed by the Saving Water Partnership. This flyer was distributed to North City Water District customers as a part of the regional conservation program and was cobranded with North City Water District and Saving Water Partnership logos. Commissioner Hale also reported on her attendance at the Spring WASWD virtual conference.

LEGAL REPORT

None at this time.

Commissioner Hale concluded the meeting at 4:31 p.m.

The next regular meeting of the Board will be on May 4, 2021 at 3:00 p.m. in a hybrid remote/in-person format. The public is invited to attend via telephone conference call.

Patricia M. Hale

Ron Ricker

Charlotte Haines