



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 21, 2020

The meeting was called to order at 3:00 p.m. by Board Vice President Patricia Hale via telephone conference call in conformance with Governor's Proclamation 20-28. Executive Assistant Theresa Harrington called the roll. All attendees confirmed that they could hear the other participants.

Commissioners Participating

Commissioner Charlotte Haines
Commissioner Patricia Hale

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Amalia Mostrales, Finance 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 public were on the call.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Haines moved to approve the agenda as presented. Commissioner Hale seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the April 7 regular meeting. Commissioner Hale 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 outlined in Resolution 2020.04.17. Commissioner Haines moved to approve vouchers numbers 5807-5823 and 116620-116648 in the amount \$236,529.21 from the maintenance fund and voucher numbers 498-500 in the amount of \$881,615.80 from the capital fund. The commissioners discussed the vouchers with staff who provided answers to their questions. Commissioner Hale seconded the motion. The motion passed unanimously.

OLD BUSINESS

NCWD's COVID-19 Response

District Manager Diane Pottinger provided the Board with an update on the District's COVID-19 response. The new staffing schedule is working well and employees report success in transitioning to working from home as scheduled. Ms. Pottinger also reported that the District has updated its website with COVID-19 changes and that customers are being encouraged to call the District if they are having trouble paying their bills due to the COVID-19 emergency. Staff is working with customers who request payment arrangements. Operations Manager Denny Clouse reported that a social distancing plan is posted at the construction site of the new maintenance facility and the contractors are adhering to the plan. NCWD employees are distancing from the construction crews as well. Ms. Pottinger also reported on a presentation by UW Medicine she attended through the Shoreline Rotary on COVID-19 tracking and modeling.

Ms. Pottinger informed the Board that Commissioner Ricker was unable to call into the meeting today due to connectivity issues from his location. Commissioner Hale motioned to excuse

Commissioner Ricker from attendance at this meeting. Commissioner Haines seconded the motion and the motion passed.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales reported that the audit deadline for the financial statements deadline was expected to be extended due to the COVID-19 emergency, but so far no extension has been granted. She and the finance staff continue to work to finish the financial statements by the original May 28th deadline. Ms. Mostrales also reported on revenue impact from not charging late fees or shutting off service due to the COVID-19 emergency. Revenue is down approximately \$9,000 due to uncharged late fees and \$1,000 due to the suspension of shut offs for delinquent payments compared to 2019. The long-term financial impact of COVID-19 on the District is not certain, but staff will add this as an agenda item at a future Board meeting following the submission of the financial statements to the SAO.

b. Project Status Report/Operation Manager

Operations Manager Clouse updated the Board on the construction of the new maintenance facility. The vacated house on site has been demolished and the parking lot area has been cut for subgrade. The steel has gone up and there are electricians' onsite. Comcast will soon install the telecommunications system. Landscapers are scheduled to install the sprinkler systems this week. The trailer will be removed from the site soon. Mr. Clouse also informed the Board that some development projects within the District boundaries are proceeding. A WSEA for the development on NE 180th Street and 10th Ave NE has been completed and is out for signatures. Mr. Clouse has also scheduled a review for a project on 8th Ave NE.

c. District Manager

District Manager Diane Pottinger informed the Board that she and Mr. Clouse have been participating in the weekly WASWD-sponsored manager's conferences on the COVID-19 emergency. She gave examples of how other water districts are assisting customers experiencing financial hardship as a result of COVID-19 and the Governor's stay home proclamation. Depending on the impact of this emergency on our customers, staff may propose similar accommodations for Board consideration at a future meeting. Ms. Pottinger indicated that staff is tracking customer calls regarding COVID and will keep the Board up to date on the impact. Ms. Pottinger also reported on the CIP review at the SPU wholesale rate meeting. SPU proposed the creation of a rate stabilization fund. The Operating Board will vote on this at the May 7th meeting. Ms. Pottinger also reported on her participation in the AWWA communications webinar. She found the information helpful as she is in the process of drafting the District's annual Consumer Confidence Report. The draft will be available for Board review at the May 5th meeting. Ms. Pottinger also updated the Board on the District's participation in the retrospective rating pool.

In other District business, Ms. Pottinger shared two separate claims for reduction of water charges recently received. Both requests had to do with a leak on the customer's side of the meter which had been resolved. As the situation has been resolved, Ms. Pottinger proposed that the Board consider a leak adjustment to help mitigate the high water bills which resulted. The commissioners reviewed and discussed the requests.

Commissioner Haines motioned to approve the leak adjustment for the two properties, allowing the customer to pay the wholesale rate for the excess water use resulting from the leak. Commissioner Hale seconded the motion and the motion passed. The District Manager will work with staff to calculate the leak adjustments and will inform the customers.

COMMISSIONER REPORTS

Commissioner Haines had no report at this time

Commissioner Hale inquired about getting a refund for her registration for the canceled golf tournament that was part of the canceled WASWD Spring Conference. Ms. Mostrales indicated the refund was sent to the District and she would send it to her residence.

LEGAL REPORT

District Attorney Joe Bennet reported that the Governor's Proclamation 20-28 regarding public meetings is set to expire midnight on April 23, 2020. It is expected that he will extend it until at least May 4th when the current "Stay Home - Stay Safe" order is set to expire. Mr. Bennett will contact Ms. Pottinger to discuss how to handle future meetings if this changes. It was agreed, that the May 5th meeting should be held via conference call regardless.

Commissioner Hale concluded the meeting at 3:55 p.m.

The next regular meeting will be Tuesday, May 5th 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Charlotte Haines

Patricia M. Hale