



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 5, 2020

The meeting was called to order at 3:00 p.m. by Board President Ron Ricker 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 Ron Ricker
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 Hale moved to approve the agenda as presented. Commissioner Haines seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the April 21 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 set forth in Resolution 2020.04.17. Commissioner Haines moved to approve vouchers numbers 5824-5840 and 116649-116690 in the amount \$193,234.11 from the maintenance fund and voucher numbers 501-503 in the amount of \$844,106.36 from the capital fund. The commissioners discussed the vouchers with staff who answered questions. Commissioner Hale seconded the motion. The motion passed unanimously.

OLD BUSINESS

a. Shoreline School District -- Kellogg Middle School WSEA Amendment 2

Operations Manager Clouse updated the Board on a second amendment being made to the WSEA with Kellogg Middle School. There are two parts of the amendment: (1) the original project estimate for the water system work on the school district property has gone over budget and requires additional funding. (2) the second project is related to the work off site within the right of way. A transmission main will be required for the project to bring 615 zone water to the site. Costs for reviewing off site plans, holding a preconstruction conference, submittal review, inspection and close out requires additional funding. The District received the deposit for the onsite work but not the off-site work.

b. NCWD's COVID-19 Response

District Manager Diane Pottinger reported on the COVID-19 response. The management team is working on policies to prepare for the transition to full staff returning to the office (one phase or step) and opening the building to the public once it is deemed possible (additional phase). Items

being discussed include, cleaning schedules, installation of plastic shields at the customer service counter and ways in which to maintain social distancing.

Staff and commissioners discussed the appropriate time to re-open the Board room for public use. It was agreed that this could not be considered until the expiration of the Governor's stay at home proclamation, which is scheduled to end on May 31st. The Board agreed that it would be most prudent to not open the room to the public until large group gatherings are allowed once again by that State as District staff will not be able cannot monitor whether or not outside groups are adhering to social distancing and cleaning requirement. Executive Assistant Theresa Harrington will inform the groups that are scheduled to use the room for the remainder of the month and going forward of this decision.

Commissioner Hale reported that she attended the AWWA webinar on COVID-19 entitled "Facing the New Normal for Credit and Collections during COVID-19." The webinar discussed the potential long term impacts of COVID on water utilities. One main takeaway was the importance of compassionate customer communication during this difficult time. Commissioner Hale requested that the District add language to the past due and shut off notices to acknowledge the challenges customers may be facing and to encourage them to contact the office for support. Ms. Pottinger will work with staff to update the letters. It was also agreed that a mid-summer budget review will be needed to analyze revenue impacts to the District.

NEW BUSINESS

a. Resolution 2020.05.19 Approving a Water System Extension Agreement with Arcadia Homes, Shoreline Assemblage (16 Units)

Operations Manager Denny Clouse presented a resolution for a WSEA for a property being developed on 8th Avenue NE. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved unanimously by the board.

b. Draft letter to our Congressional delegation

Diane shared a draft letter from WASWD to the Washington State Congressional delegation asking for federal funding to support water and sewer districts during the COVID-19 crisis. WASWD requested that the North City Water District Board consider joining as a signatory on the letter. Commissioner Hale made a motion to add North City Water District as a signatory on the letter. Commissioner Haines seconded the motion and the motion passed unanimously

c. HRA VEBA representative nominations

District Manager Diane Pottinger shared a request for nominations for the HRA VEBA board and asked if any of the commissioners were interested in the position. The commissioners indicated not at this time.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales gave the board an update on uncollected receivables. Last April, the District had \$400,000 in uncollected receivables. This April that number has increased to \$470,000. The increase could be a result of the COVID-19 crisis but we will not know until after the mid-year report. In addition, revenue is down \$17,000 due to uncollected late fees and shut off charges. There are also several properties that meet the criteria to place a lien, however, no liens will be placed until the Governor's reverses his order. Ms. Mostrales also reported that the Public Employees Benefits Board will be raising their rates as of July 1. The Board tabled a discussion for potentially increasing the monthly contribution to health care coverage.

b. Project Status Report/Operation Manager

Operations Manager Clouse updated the Board on the construction of the new maintenance facility. Work continues to progress nicely. The light poles have been installed on the property, siding and roof has been installed on the main building, the parking lot has been roughed out and the steel for the decant facility arrived yesterday. In other District development, the field inspector has been onsite at the Sound Transit development to do inspections and the hydrant at the Kellogg School property has been installed. Mr. Clouse also reported on the AWWA and PNWS award winners. The winners are usually announced at the annual conferences, but because they were canceled and online announcement was made instead.

c. District Manager

District Manager Diane Pottinger shared a draft of the Consumer Confidence Report and asked the Commissioners for comment. The Board approved of the draft with a few edits. Ms. Pottinger will have the revisions made and get the document sent to the printer.

Ms. Pottinger requested the Board reaffirm the decision made at the April 7th meeting to allow the District Manager to indicate each commissioner's approval on all resolutions and minutes passed at remote meetings during the COVID-19 emergency by signing her name on their behalf. The Board agreed unanimously.

Ms. Pottinger also reported on the FEMA had tentatively approved the King County Hazardous Mitigation Plan. The District's Hazard Mitigation is one of the annexes of the King Plan and should be adopted before the end of June. She will be bringing the report back for adoption at the next meeting. The Operating Board will meet via Skype on Thursday and Ms. Pottinger offered to assist the commissioners on accessing the call. Ms. Pottinger also reported on her attendance at the Public Works Board Meeting via TVW and informed the Board that King County has announced a hiring freeze for the remainder of the year. Finally, Ms. Pottinger informed the Board that the Shoreline/LFP Arts Festival is now an online event and they have asked the District to be sponsor. A discussion of customer outreach ensued. Most all of the annual events that the District participates in have been canceled, but staff and commissioners discussed low-cost ways the District could still provide some education and outreach. The District has purchased 2 oz. bottles of hand sanitizer with the District's logo. Ms. Hale suggested the District hand those out to customers that come through the drive thru as a thank you and to promote health and safety. A customer, connection corner on the website was also discussed that could have links to kid crafts and conservation materials.

COMMISSIONER REPORTS

Commissioner Haines had no report at this time.

Commissioner Hale reported on her attendance at AWWA online trainings and webinars. She is finding them very informative.

Commissioner Ricker had no report at this time.

LEGAL REPORT

District Attorney Joe Bennet reported that the Governor's Proclamation 20 – 25 (stay at home order) was extended to May 31st. Proclamation 20-28 regarding public meetings was extended to May 4th. In order to extend beyond that point requires a concurrence of the Republican and Democratic leaders of both houses. The order was extended with one exception. Legislative leadership extended the waivers of certain provisions of the PRA, except for the five business days response time the District Attorney to ensure the District responds according to the proclamation. In light of the extended proclamations, the May 19th Board meeting will be held via conference call.

Commissioner Ricker concluded the meeting at 4:06 p.m.

The next regular meeting will be Tuesday, May 19, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines