



## **MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

May 19, 2020

The meeting was called to order at 3:00 p.m. by Board Vice-President Patty 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 Ron Ricker (joined at 3:13 p.m.)  
Commissioner Patricia Hale  
Commissioner Charlotte Haines

### **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 May 5 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 5841-5848 and 116691-116727 in the amount \$146,023.32 from the maintenance fund and voucher numbers 504-507 in the amount of \$4,501.00 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. COVID-19 Update**

District Manager Diane Pottinger provided the commissioners with a draft COVID-19 Safety Program Plan. The plan outlines protocols designed to keep staff and public safe and to limit exposure to the virus. Commissioner Ricker joined the call at 3:13 p.m. and presided over the rest of the meeting as Board President. The commissioners reviewed and discussed the plan. The safety plan outlines a phased approach to reopening. The first phase outlines protocols to safely bringing staff back to full time in office. The second phase outlines protocols to safely reopen the building to customers, the last phase outlines protocols for allowing public use of the board room to outside groups. Commissioners recommended that public use of the board room not be attempted until all restrictions on public gatherings are lifted by the Governor. Commissioners instructed staff to communicate that decision to the groups who currently use the board room. After review and discussion, the Board concurred with the current form of the COVID-19 Safety Program Plan. As the COVID-19 situation is highly fluid, the Board advised staff to bring any updates of the plan to the Board as conditions warrant.

## **NEW BUSINESS**

### **a. Resolution 2020.05.20 Approving And Adopting The NCWD Plan Annex to the Updated King County Hazard Mitigation Plan, As Approved By The Federal Emergency Management Agency**

District Manger Diane Pottinger presented the Board with a resolution to approve and adopt the NCWD Plan Annex to the King County Hazard Mitigation Plan. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved unanimously by the Board.

### **b. High Water Use at multiple properties**

District Manager Diane Pottinger shared with the Board requests for leak adjustments from two separate customers who experienced high water bills due to leaks on the customer side of the property. The first was for a property at 17861 5<sup>th</sup> Avenue NE and the second for a property at 105 NE 193<sup>rd</sup> Street. The commissioners reviewed and discussed the requests. Commissioner Hale moved to approve the leak adjustments requested, adjusting the customers' bills to reflect the wholesale rate of water for the amount of excess consumption resulting from the leak. Commissioner Ricker seconded the motion which passed unanimously.

District Manager Diane Pottinger made a recommendation that the Board revisit the District Code section regarding leak adjustments due to the frequency of requests coming in from customers experiencing high water bills due to leaks on the customer side. The Board agreed and asked Ms. Pottinger to bring samples of leak adjustment policies from neighboring districts to an upcoming Board meeting for review and discussion.

### **c. District Owned Property Management Options**

The District purchased property 18353 – 9<sup>th</sup> Avenue NE in March to be used in the future, for relocating Booster Station 2 (currently underground and in the right-of way of NE 185<sup>th</sup> Street). This project has not been identified for funding for approximately six years. There is currently a single family residence on the property. The former property owners will be moving out on June 1<sup>st</sup>. Staff recommends renting out the house on the site until the funding is in place to relocate Booster Station 2. Operation Manger Denny Clouse has briefly inspected the house and informed the Board of some improvements that would be required before the house could be rented. Ms. Pottinger recommended that the District engage the services of a property management company to manage the property. The Board concurred with her recommendation. Ms. Pottinger will bring a draft RFP for property management services to an upcoming Board meeting for consideration. Mr. Clouse will bring back information on the cost of work needed for property improvements to prepare for rental.

### **d. Update Resolution 2020.01.05 Rescinding and Replacing Resolutions 2019.12.39 Setting the Regular Board Meeting Dates and Times for 2020**

The Board last updated the 2020 regular meeting schedule in with resolution 2020.01.05. Due to the AWWA ACE Conference, the second meeting in June was moved from June 16 to June 23<sup>rd</sup> to accommodate commissioner travel to the conference. The conference has been canceled due to COVID-19. Ms. Potting asked the Board if they would like to move the second meeting in June back to the third Tuesday of the month as is standard. The Board agreed and asked Ms. Pottinger to bring a resolution to change the meeting date to the next Board meeting. A second meeting was also rescheduled in the same resolution to accommodate a second conference. The Board will consider changing that meeting at a later date.

## **MANAGER REPORTS**

### **a. Finance Manager**

Finance Manager Amalia Mostrales informed the Board that one employee has requested COVID-Emergency reimbursement for time-off related to COVID-19 exposure. The federal government provides tax credit to reimburse employers who have employees who request this reimbursement. The tax credits in this case covered most of the expense. The amount paid to the employee was \$1,276, and the tax credit was \$1,203. Net cost to the District was \$73. Ms. Mostrales also informed the Board that the District has been tracking additional expenses related to the COVID-19 emergency. The District has incurred additional IT and phone expenses related to some staff working remotely. Some readily identifiable additional costs to the District is approximately \$2,200 to date. More information will be brought back to the Board as it is identified.

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

Operations Manager Clouse updated the Board on the construction of the new maintenance facility. The permits were received for the extension of the slab for the decant building. The footings and forms will be poured next week. The metal siding is going on the building and the roof is nearly complete. Work on the interior walls and insulation has begun as well. The delivery of the doors has been slightly delayed but this should not impact the final schedule. The contractor is on target for project completion by mid-July. Lastly, Mr. Clouse informed the Board that he will be using the minor change order fund to remove the pad of the old wash building and replace with asphalt. Regarding new development, Mr. Clouse attended pre-application meetings for a multifamily development on NE 152<sup>nd</sup> Street.

Commissioner Hale asked about the timeline for moving into the new maintenance facility and preparing the old site for sale. Mr. Clouse reported that once the new facility is 100% complete, they will begin to move the required equipment, inventory and furnishings from the old site to the new site. Once the move-in is complete, surplus items can be removed from the old site and it will be prepared for sale.

**c. District Manager**

District Manager Diane Pottinger reported that staff has discovered an osprey nest on top of the water tank. The nesting birds are protected and we will have limited access to the top of the tower until the eggs hatch and the hatchlings move out of the nest. Ms. Pottinger has been in contact with the Mill Creek office of the State Department of Fish and Wildlife. They have requested photos of the nest and will provide guidance as to when the District can access the tower without disturbing the nest or its occupants. Ms. Pottinger also informed the Board that there was a slight delay in the printing of the District newsletter but that it is expected to be in mailboxes this week. Finally, Ms. Pottinger informed the Board that two District employees have been victims of fraudulent unemployment claims. Ms. Pottinger has contacted Enduris to discuss the issue and forwarded their recommended procedures to the employees.

**COMMISSIONER REPORTS**

Commissioner Hale reported on the May 7<sup>th</sup> online Savvy Gardener Class hosted by the District via Microsoft Teams. It was a good presentation with over 50 attendees. Commissioner Hale also reported on her attendance at the online Shoreline Breakfast Rotary meeting where a representative of the school district spoke about summer meal programs and the challenges for staff and students dealing with online learning. Ms. Hale also attended the online Shoreline Chamber of Commerce meeting where the impact of COVID-19 on local business was discussed. Lastly, Commissioner Hale reported that she has been attending AWWA webinars discussing the impact of COVID on the water industry.

Commissioner Haines reported on her attendance at the WASWD Section IV meeting.

Commissioner Ricker reported on his attendance at the WASWD Government Relations Committee and on current issues before the state legislature that will have an impact on regional water districts.

**LEGAL REPORT**

None at this time.

Commissioner Ricker concluded the meeting at 4:15 p.m.

The next regular meeting will be Tuesday, June 2, 2020 at 3:00 p.m. via telephone conference call.

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Ronald Ricker

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Patricia M. Hale

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Charlotte Haines