



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 1, 2021

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. 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
Commissioner Ron Ricker, Vice President
Commissioner Charlotte Haines, Secretary

Staff Participating

Diane Pottinger, District Manager
Theresa Harrington, Executive Asst.
Joe Bennett, District Attorney

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 on the call.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the May 18 regular meeting. Commissioner Ricker seconded the motion. The motion passed unanimously.

Commissioner Haines made a motion to approve the minutes for the May 25 special 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 Hale on Friday and submitted to King County in accordance with the emergency voucher approval procedures set forth in Resolution 2020.04.17. Commissioner Ricker moved to approve vouchers numbers 6269-6283 and 117674-117727 in the amount \$185,592.85 from the maintenance fund and voucher numbers 632-636 in the amount of \$24,680.46 from the capital fund. Commissioner Haines seconded the motion. The motion passed.

OLD BUSINESS

None at this time.

NEW BUSINESS

a. Resolution 2021.06.16 Approving Contract with Orion Commercial Partners for the Sale of the Shop Facilities at 16906 15th Avenue NE and two adjacent parcels

District Manager Pottinger presented a resolution to approve the contract with Orion Commercial Partners to assist with the sale of the old shop site. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Ricker then passed unanimously.

b. Resolution 2021.06.17 Approving Contract with Murraysmith to provide assessment, design, and construction services for the recoat and repair of the 2.0 MG Reservoir along with the installation of a PAX mixer.

District Manager Pottinger presented a resolution to approve the contract with Murraysmith for the repair and recoat of the 2.0 MG reservoir and installation of a PAX mixer (CIP 2021.01). Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Ricker then passed unanimously.

c. Resolution 2021.06.18 Approving the contract with BHC Consultants to provide design, permit and as-built services for the water main installation on NE 200th Street water main project.

District Manager Pottinger presented a resolution to approve the contract with BHC for the 200th Street water main project (CIP 2021. 05) Commissioner Ricker made a motion to approve the resolution. The motion was seconded by Commissioner Hale then passed unanimously.

d. Resolution 2021.06.19 Approving Additional Items as Surplus

There were old furnishings and office equipment no longer of use or value to the District after moving into the new maintenance facility, In addition, there were a few items in storage in the administration building that were not used or needed by the district since the move into that building in 2013. The Board declared as surplus many of these items in Resolution 2021.05.13. During the clean-up process additional items were identified for surplus. District Manager Diane Pottinger presented a resolution to ratify and affirm the list of all surplus items identified in the clean-up process. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Ricker and then passed unanimously.

MANAGER REPORTS

a. Finance Manager

District Manager Diane Pottinger provided the Finance Manger report.

- Ms. Pottinger reported that WAWSO will be conducting a workgroup to explore the impact of the new Washington State long-term health care tax plan.
- Ms. Pottinger also informed the Board that she has provided comments to the WASWD Executive Director on the draft Governor's guidance to utilities on the return to normal billing practices after the COVID-19 moratorium is lifted. The final guidance document is expected to be released soon.

b. Project Status Report/Operation Manager

Operation Manger Denny Clouse was not in attendance. Ms. Pottinger reported that Mr. Clouse had conducted inventory on the previous Friday and was getting use to the District's new Inventory module process. She expects he will be reporting on it in an upcoming meeting.

c. District Manager

District Manager Pottinger suggested a Board special meeting to review and discuss the salary and compensation review. A representative from Trupp HR will join via MS Teams to present the results. Commissioner Haines made a motion for a special meeting to be held on June 8th at 3:00 p.m. for this purpose. Commissioner Hale seconded the motion and the motion passed unanimously.

Ms. Pottinger also reported that the 2020 Consumer Confidence Report was mailed out last week and customers should have received their copies. Ms. Pottinger suggested doing a blog post of the article "Managing Growth For Decades to Come" on the District website with links sent out on Facebook and nextdoor.com. The commissioners agreed and directed Ms. Pottinger to post.

Lastly, Ms. Pottinger requested a change in date for the second Board meeting in June. Due to the annual AWWA ACE conference, the second regular meeting in June was set for the fourth Tuesday rather than the third to avoid travel conflicts. However, the conference is now online, and this is not an issue. Ms. Pottinger requested the date be changed back to the third Tuesday, June 15. Commissioner Haines made a motion to move the regular meeting of the Board to June 15 at 3:00 p.m. Commissioner Ricker seconded the motion and the motion passed unanimously.

COMMISSIONER REPORTS

Commissioner Haines had no report at this time.

Commissioner Ricker had no report at this time.

Commissioner Hale had no report at this time.

LEGAL REPORT

There was no legal report at this time.

Commissioner Hale concluded the meeting at 3:47 p.m.

The next special meeting of the Board will be on Tuesday, June 8, 2021, at 3:00 p.m. in a hybrid remote/in-person format.

The next regular meeting of the Board will be on Tuesday, June 15, 2021, at 3:00 p.m. in a hybrid remote/in-person format.

Patricia M. Hale

Ron Ricker

Charlotte Haines