



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 2, 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 20-28.4. Executive Assistant Theresa Harrington called the roll. All attendees confirmed that they could hear the other participants.

### **Commissioners Participating**

Commissioner Ron Ricker  
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 19 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 5849-5866 and 116728-116765 in the amount \$183,719.61 from the maintenance fund and voucher numbers 508-514 in the amount of \$548,530.31 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. NCWD COVID-19 Response**

District Manager Diane Pottinger reported that District staff is back onsite. Field crews have resumed their regular schedules and office staff will be transitioning to full-time in office by mid-June. In accordance with Governor's proclamation 20-23.4 and the District's Resolution 2020.03.15, the District will not charge late fees or conduct shut-offs for non-payment through at least July 28<sup>th</sup>. Ratepayers who are struggling to pay their bills are encouraged to reach out to District staff to work on pay arrangements and additional support information has been posted on the District's website. Commissioner Hale recommended additional language be added to the billing statements or a billing insert be added to communicate the District's ratepayer support plan.

### **NEW BUSINESS**

#### **a. Resolution 2020.06.21 Changing meeting date from June 23 to June 16**

District Manager Diane Pottinger presented the Board with a resolution to change the second regular meeting of the Board in June from June 23<sup>rd</sup> to June 16<sup>th</sup>. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved unanimously by the Board.

**b. Public Relations**

Relaena Sindelar of Sindelar Communications & Marketing joined the meeting via conference call. Her presentation was a follow up on the public relations presentation to the Board in February. At the February meeting, the commissioners and staff brainstormed and prioritized possible customer outreach efforts and messaging for the upcoming year. The prioritization process occurred prior to the COVID-19 emergency and restriction on public gatherings. In light of this, Ms. Sindelar reviewed the results of the prioritization process and made recommendations for adjustments due to the need for continued social distancing. After careful discussion Ms. Sindelar proposed the District proceed with the following customer education projects.

- Ongoing Quarterly Newsletters
- Ongoing Website Updates/Routine Blog Posts
- Maintenance Building Flier
- New School Programs
- NCWD Water System Planning Document

Commissioner Hale made a motion to proceed with the above mentioned customer education projects, which was seconded by Commissioner Haines and approved unanimously by the Board.

**c. Draft RFP for Property Management Services**

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). At the last meeting, the Commissioners discussed the possibility of renting out the house on this property until the site is needed. Ms. Pottinger presented the Board with a draft RFP for property management services. The former property owners have vacated as of June 1<sup>st</sup>. Operations Manager Denny Clouse reported that he has inspected the property and estimates that necessary repairs to bring the house to rentable condition would cost around \$25,000 to \$30,000. Mr. Clouse reported that the expense of demolishing the house and maintaining the property would be similar. The Board discussed the pros and cons of each options. Ms. Pottinger agreed to bring the Board additional information on city requirements and restrictions for the site and further discussion was tabled until the next meeting.

**MANAGER REPORTS**

**a. Finance Manager**

Finance Manager Amalia Mostrales reported on the potential financial impacts of the Governor's proclamation temporarily prohibiting late fees and shut offs. The impact to district revenue is approximately \$10,000 a month. If the moratorium on late fees and shut offs were to continue through year end it could result in an approximately \$100,000 in lost revenue. Ms. Mostrales also reported that the District has expended an additional \$4,900 in professional fees and supplies relating to the COVID-19 emergency. Lastly, Ms. Mostrales informed the Board that delinquent payments have grown in the last month.

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

Operations Manager Clouse updated the Board on construction projects within the district. The Evergreen Pointe project at NE 177<sup>th</sup> Street and 15<sup>th</sup> Ave NE will be starting the water system improvement portion of their project which entails crossing 15<sup>th</sup> Ave NE. The old Shoreline Post Office project, known as the Postmark Apartments, Arabella II and the North City Elementary project are all nearing completion. The Kellogg Middle School project has gone out to bid and the bid opening will be held via Zoom on June 11<sup>th</sup> at 1:00 pm. The Aldercrest campus project is nearly complete but is on hold until frontage improvements are made after July 1<sup>st</sup>. Remodeling has begun at the Buddha Jewel Temple site, but they have not started the water system improvements yet. Sound Transit has resumed work on the light rail stations and along the route. They have laid a new water main on 5<sup>th</sup> Ave NE and District staff will be working on the two tie-ins that are required this week. Mr. Clouse also reported on a pre-application meeting with developers planning a 5-unit town home project on NE 157<sup>th</sup> Ave and 5<sup>th</sup> Ave NE. Finally, Mr. Clouse updated the Board on the status of the new maintenance facility. Landscapers are working on the french drain at the property. Work is starting on the roof for the decant building and the main building is nearing completion. Contractors are preparing for the final walk through and punch list later this summer. Permanent power will be connected soon, followed by internet and appliances shortly thereafter.

**c. District Manager**

District Manager Diane Pottinger informed Commissioners that the Cascadia Earthquake Preparedness training that was previously planned as a two day in person class at the University of Washington in June, will now be offered as a virtual training series on July 14, 16, 21, 23, 28, and 30 from 2:00 p.m. to 3:00 p.m. Commissioners Hale and Haines expressed interest in attending and asked Ms. Pottinger to send them the class description. Ms. Pottinger also informed the Board that the District did not receive the FEMA Pre-Hazard Mitigation grant for the Sheridan Beach project. In other business, the financial statements have been successfully submitted to the state auditor's office. Lastly, Ms. Pottinger informed the Board that the office has received one customer complaint about the color of the new maintenance facility.

**COMMISSIONER REPORTS**

Commissioner Hale reported several webinars and virtual meetings she attended, including Shoreline rotary and the Roadmap to Washington's Future presentation by Senator Dean Takko, Washington State Senate and Joe Tovar, FAICP, Founder and Principal of Tovar Planning.

Commissioner Haines reported on her attendance at the Roadmap to Washington's Future presentation as well.

Commissioner Ricker reported on his attendance at the several WASWD committee meetings.

**LEGAL REPORT**

District Attorney Joe Bennett reported that Governor's Proclamation 20.23.4 extends the suspension of late fees and shut offs for utilities until July 28<sup>th</sup>. Mr. Bennett also reported that Governor's Proclamation 20-28.4 regarding the Open Public Meetings Act and the Public Records Act has been extended through June 17<sup>th</sup>. Therefore, the next Board meeting scheduled for June 16<sup>th</sup> will be via conference call. There was one change to this proclamation. The restriction that limited meeting agendas to essential or routine business was lifted.

Mr. Bennett also gave an update on the *Lakehaven Water and Sewer District, et al v. City of Federal Way* case. The case is still with the Supreme Court awaiting decision after the oral arguments concluded January 16<sup>th</sup>. The attorney for Lakehaven submitted Governor's Proclamation 20-23.4 to the Court as supplemental legal authority. This proclamation states that the executive branch of views the provision of water as an essential governmental service.

Commissioner Ricker concluded the meeting at 4:30 p.m.

The next regular meeting will be Tuesday, June 16, 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