



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

June 15, 2021

The meeting was called to order at 3:02 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.

Board President Patty Hale called for a moment of silence for the victims of the shooting at the Mueller Water Products factory in Alabama this morning.

### **APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

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

### **APPROVAL OF MINUTES**

Commissioner Haines identified an omission in the draft of the June 1 regular meeting minutes presented in the packet. One correction was made to the minutes. Commissioner Haines made a motion to approve the June 1 regular meeting minutes as corrected. Commissioner Ricker seconded the motion and the motion passed unanimously.

Commissioner Hale identified a typographical error in the draft of the June 8 special meeting minutes presented in the packet. The correction was made to the minutes. Commissioner Haines made a motion to approve the June 8 special meeting minutes as corrected. Commissioner Ricker seconded the motion and 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 Haines moved to approve vouchers numbers 6284-6299 and 117728-117761 in the amount \$149,768.64 from the maintenance fund. Commissioner Ricker seconded the motion. The motion passed unanimously.

Staff member Toby Bigger arrived at the meeting at 3:15PM

### **OLD BUSINESS**

#### **a. Ratify Resolution 2021.05.14 Retaining RH2 Engineers to update the District's Emergency Response Plan (CIP 2021-08)**

District Manger Diane Pottinger reported that RH2 Engineers requested some small modifications to the District's standard consulting contract. These changes were reviewed and approved by the District's attorney. The Board reviewed the proposed modifications. Commissioner Haines made a motion to ratify Resolution 2021.05.14 Retaining RH2 Engineers to update the District's Emergency Response Plan including the modified consulting contract with RH2 as presented. Commissioner Ricker seconded the motion which passed unanimously. The commissioners directed the District Manger to sign the contract.

**b. Ratify 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 PAX mixer (CIP 2021-01).**

District Manager Pottinger reported the contract with Murraysmith presented under Resolution 2021.06.17 had an error in the section regarding the project timeline. Completion date for all phases of the project should have read August 2022 instead of November 2021. The Commissioners concurred with the need for correction. Commissioner Haines made a motion to ratify Resolution 2021.06.17 Approving Contract with Murraysmith by accepting the contract with the corrected project timeline. Commissioner Ricker seconded and the motion, which passed unanimously. The commissioners directed the District Manager to sign the contract.

**c. Draft Property Marketing Brochure**

Ms. Pottinger distributed a draft brochure prepared by ORION Commercial Partners to advertise the sale of the old shop and adjacent properties. The commissioners reviewed and discussed the draft and offered comments and suggestions. Ms. Pottinger will share the input with the broker. She expects to finalize the changes shortly thereafter.

**d. Salary and Benefits Survey Results –options.**

At the June 8 special meeting, Trupp HR presented the results of the District's salary and benefits survey and made recommendations for possible salary adjustments. After discussion the Board requested that Ms. Pottinger prepare a detailed analysis of the budgetary impact of the proposed recommendations. Ms. Pottinger shared with the Board the requested salary adjustment scenarios and associated budget impact based on revenue and expense forecasts. All of the costs of proposed salary adjustment scenarios would be offset by the updated budget forecast. The Board requested that Ms. Pottinger complete a mid-year budget review and present that at the second Board meeting in July before the Board makes a final decision on any salary adjustment.

**NEW BUSINESS**

None at this time

**MANAGER REPORTS**

**a. Finance Manager**

District Manager Diane Pottinger provided the Finance Manger report. Ms. Pottinger distributed the current statistics on customers with past due balances – 114 customers with an average 120 day past due balance of \$536. Ms. Pottinger reported that the City of Shoreline and City of Lake Forest Park have received CARES Act funding dedicated to assisting those impacted by COVID with their utility bills. Ms. Pottinger is working representatives from these cities to discuss how that money will be made available to North City Water District customers. Once fund administration has been determined, Ms. Pottinger reported she will be drafting a letter to customers with past due balance to inform them about these resources.

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

Operation Manger Denny Clouse was not in attendance and there was no report at this time.

**c. District Manager**

Ms. Pottinger shared information on state funding allocated to the Fircrest Master Plan, which included an allocation for a comprehensive water system plan. Ms. Pottinger and Mr. Clouse will be meeting with representatives from Fircrest and their consultants to assist and collaborate.

Ms. Pottinger also informed the Board that Seattle Public Utilities is conducting a survey regarding their contract meter costs and true-up procedures. These comments will be incorporated in the next financial workshops.

Lastly, Ms. Pottinger reported that she is working with Mr. Clouse to complete the AWIA Risk and Resiliency Risk Assessment that is due to the US EPA by June 30<sup>th</sup>.

**COMMISSIONER REPORTS**

Commissioner Hale reported on her attendance at the virtual AWWA ACE annual conference.

Commissioner Ricker had no report at this time.

Commissioner Haines reported that she had participated in the Shoreline Rotary's efforts to clean up North City Park and the Senior Center Friday night dinner fundraiser.

**LEGAL REPORT**

There was no legal report at this time.

Commissioner Hale concluded the meeting at 4:51 p.m.

The next regular meeting of the Board will be on Tuesday, July 6, at 3:00 p.m. in a hybrid remote/in-person format.

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Patricia M. Hale

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Ron Ricker

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Charlotte Haines