



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 16, 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 Hale made a motion to approve the minutes from the June 2 regular meeting. Commissioner Haines 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 5867-5884 and 116766-116798 in the amount \$260,297.90 from the maintenance fund and voucher numbers 515-517 in the amount of \$6,270.73 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Hale seconded the motion. The motion passed unanimously.

OLD BUSINESS

a. NCWD COVID-19 Response

District Manager Diane Pottinger updated the board on guidance from the Governor's office regarding COVID-19 utility customer support programs and shared a memo outlining North City Water District's current response plan. As required by Governor's Proclamation 20-23.4, the District is not charging late fees nor conducting shut-offs at this time. The language on billing statements and past due notices has been updated to reflect current policies. The commissioners reviewed the updated billing statements and affirmed the new language. The guidance from the Governor's office also encourages districts to examine the possibilities of developing customer billing relief programs in addition to the required suspension of fees and shut offs. A discussion ensued regarding ways in which the District may be able to provide some level of customer billing relief. District Manager Diane Pottinger suggested that Finance Manager Amalia Mostrales research possible program ideas and work with District Attorney Joe Bennett to develop proposals for Board consideration. The commissioners concurred the plan and Ms. Mostrales agreed to bring the results of her research to a future Board meeting.

NEW BUSINESS

a. CHS Consent to Assign WSP Agreement to David Evans Associates

District Manager Diane Pottinger reported that CHS has entered into an acquisition agreement with David Evans Associates (DEA). All key personnel from CHS will continue to work on water and sewer matters as employees of DEA. The District is still under contract with CHS for the final stages of the Water System Plan. Remainder of the contract expense is minimal. CHS has requested that North City Water District consent to authorize the assignment of this contract to David Evans Associates. The Board discussed the proposal. Commissioner Haines made a motion to approve the consent to assign of the District's contract for the completion of the Water System Plan from CHS to DEA. Commissioner Hale seconded the motion. The motion carried by a vote of 2-1 with Commissioner Ricker abstaining.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales updated the Board on the District's low income assistance program. Applications are currently coming in. The budget allows for up to 100 customers to be accepted into the program. Last year only 76 customers qualified for the program although more applied. The current program bases eligibility on 2019 income, which would not reflect impacts to income that may have resulted from the COVID-19 emergency. Ms. Mostrales suggested that Board consider allowing customers to report extenuating impacts to their income resulting from COVID-19 and considering that information to determine eligibility. The Board asked Ms. Mostrales to include this in her research on customer billing relief programs and bring more detailed information on how this might work to a future Board meeting.

b. Project Status Report/Operation Manager

Operations Manager Clouse reported that a bid opening was held on June 11th at 1:00 p.m. via Zoom for the Kellogg Middle School WSEA project. Only one bid was received. Shoreline School District will be responsible for payment on this project and NCWD is awaiting school district approval of the bid received. Mr. Clouse also updated the board on several ongoing development projects. A property at 17229 15th Avenue NE is being converted into a climbing gym which will require a fire service install. In addition, the new apartment complex on 15th Ave NE and NE 177th St. will be crossing 15th with a tie in today. The field inspector is working on this project. Lastly, Mr. Clouse updated the Board on the new maintenance facility construction. The project is progressing on schedule. The doors are in, the slab has been poured, and the landscape is being installed. The roof will be put on the decant facility next week and the installation of siding will begin. The electrical inspection is done and has been submitted to Seattle City Light. Once approved the project will be ready for electrical meter installation. Commissioner Ricker inquired about the timeline for move out/move in. Mr. Clouse reported that the contracted finish date is September 2nd with final completion to conclude 19 days after. Right now, the project is on track to complete on time. Staff has already begun organizing and planning for the move.

c. District Manager

District Manager Diane Pottinger reported that the financial statements have been submitted and final work is being done to prepare for the audit. She will begin working on a mid-year budget update to be presented in July. Staff will look for ways to decrease expenditures if necessary, such as completing EPA reports in house rather than outsourcing to consultants if appropriate. Ms. Pottinger also reported on customer outreach and education efforts. She has submitted content for the summer newsletter to Sindelar Communications. In addition, Operations Manager Denny Clouse will be working on creating a video tour of the new maintenance facility similar to the one we have for the pump station that could be used for a virtual grand opening for our website. Staff will also be working with Sindelar Communications to develop lesson plans for summer online learning to share with families and schools. Ms. Pottinger also reported that the Springbrook software conversion to the cloud will happen at the end of June. After that process is complete work can proceed on converting to the fixed based meter read system. Lastly, Ms. Pottinger reported that the Chair of WASWD Section IV has stepped down and she asked if any of the commissioners might be interested in the role. Commissioner Hale indicated that she would contact Ms. Pottinger for more information.

COMMISSIONER REPORTS

Commissioner Ricker reported on his attendance at the WASWD Section IV meeting. The presentation by the King County economist on the economic impacts of COVID-19 was very interesting.

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

Commissioner Hale reported on her attendance at the Shoreline Rotary meeting where a representative from Mary's Place shared information on the challenges of affordable housing in the city and the impact of COVID-19 on vulnerable families. Commissioner Hale also reported on her participation in several AWWA webinars where she learned the importance of educating customers about flushing water systems that have been inactive for a number of months. With businesses re-opening this is of particular concern. Ms. Pottinger indicated she will look to see if there are any business customers with zero consumption that may need to be notified. Lastly, Commissioner Hale reported on her attendance at the SPU Operating Board meeting.

LEGAL REPORT

District Attorney Joe Bennett had no report at this time.

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

The next regular meeting will be Tuesday, July 7, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines