



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 6, 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 (via phone)
Commissioner Charlotte Haines, Secretary

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Asst.
Joe Bennett, District Attorney (via phone)

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

District Manager Diane Pottinger requested that item 11, Executive Session, be taken up immediately after item 5, Voucher Approval. Commissioner Haines moved to approve the agenda as amended. Commissioner Ricker seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Hale identified a typographical error in the draft June 15 meeting minutes, which was corrected. Commissioner Haines made a motion to approve the June 15 regular 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 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 6300-6315 and 117762-117813 in the amount \$230,218.19 from the maintenance fund and voucher numbers 637-640 in the amount of \$29,816.96 from the capital fund. Commissioner Hale seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

The Board went into executive session at 3:04 p.m. for 45 minutes for the purpose of discussing pending or potential litigation with Mr. Bennett per RCW 42.30.110(1)(i). The commissioners, Mr. Bennett and the District Manager Diane Pottinger and Operation Manager Denny Clouse were present. The executive session ended at 3:41 p.m.

The meeting went into a short recess and resumed in open session at 3:51 p.m.

OLD BUSINESS

a. SPU's 2020 Facility Charge Revenues Report

District Manger Diane Pottinger provided the Board with some historical information on Seattle Public Utilities (SPU) facility charges. SPU is reviewing and modifying its processes and will now require every wholesaler to report completed facility charges on a monthly basis instead of by quarter. In the last several years NCWD has experienced increased development that has generated significant facility charges.

b. NCWD Covid-19 Update

District Manager Diane Pottinger briefed the Board on the Governor's final extension of the moratorium on late fees and water shut-offs. The moratorium will expire on September 30, 2021. The Department

of Commerce is working on statewide rules and procedures for allocating federal funding to assist customers with overdue water bills. These funds will be made available through local community services organizations. Once these procedures have been finalized, the District will reach out to customers with overdue balances to direct them to the appropriate assistance.

The Board and staff discussed the timing for reopening the District's administrative building to customers, resuming open public meetings and public use of the board room. Staff and commissioners agreed that reopening should be a gradual and carefully planned process. The public has been able to pay their bills in person at the drive through window throughout the COVID-19 emergency. The District will continue to follow State guidelines as to reopening the administrative building.

c. Offering Memorandum for Shop Facilities

District Manager Diane Pottinger shared with the Board the final brochure advertising the sale of the old shop and adjacent parcels prepared by the District's real estate broker. Ms. Pottinger reported that there has been interest in the properties and there may be an offer soon. If an offer is made prior to the July 29 Board meeting, a special meeting will be called to consider the offer.

NEW BUSINESS

a. Enduris Board of Directors Election Ballot

District Manager Diane Pottinger shared with the commissioners the ballot for the Enduris Board of Directors election. Commissioners reviewed and discussed the candidates and directed Ms. Pottinger to vote in favor of the ballot.

b. Director for Finance Recruiting Status

There have been 31 applicants for the Director of Finance position. District Manager Diane Pottinger and Operation Manager Denny Clouse along with former Olympic View Water and Sewer District General Manager Lynne Danielson will begin reviewing the applicants this week with the first round of interviews planned for the end of next week. The first round of interview will be conducted remotely, but final interviews will be in person.

c. North City Water District's 90th Birthday

The District will celebrate its 90th year in August. A staff and commissioner celebration will be held on August 25 at noon the District parking lot either at the Administrative Building or Maintenance Facility. Additionally, staff is planning to prepare some historical articles to share on the website and in the newsletter. Ms. Pottinger will bring more information to the next Board meetings.

District Manager Joe Bennett and Commissioner Ron Ricker left the call at 4:52 p.m.

MANAGER REPORTS

a. Finance Manager

District Manager Diane Pottinger provided the Finance Manger report. Ms. Pottinger will provide the Board with a mid-year budget report at the July 20 meeting.

b. Project Status Report/Operation Manager

Operation Manger Denny Clouse reported on several current development projects. Mr. Clouse reported he attended a pre-construction meeting for 10 – 12 Townhomes at 10th Ave NE and NE 180th Street. Mr. Clouse also updated the Board on the progress of several capital projects. The divers that will be replacing the PAX Mixer at the 3.7 MG reservoir are scheduled the week of July 12. Mr. Clouse will let everyone know so that they may come and watch if they are interested.

c. District Manager

Ms. Pottinger reported that she has asked Mr. Clouse to attend the SPU wholesale contract workshop on July 29 at 2:00 pm as one of the main topics will be wholesale meters. Given the number of times we have had issues with the wholesale meters over the past 10 years, the District may consider requesting a change to meter maintenance provisions of the wholesale contract. She and Mr. Clouse will also meet with the District's engineering consultant regarding the Emergency Response Plan between July 28 and 30.

COMMISSIONER REPORTS

Commissioner Hale reported on her attendance at the Shoreline Rotary Breakfast to listen to Deputy Mayor Keith Scully's report on the City of Shoreline.

Commissioner Haines had no report at this time.

LEGAL REPORT

There was no legal report at this time.

Commissioner Hale concluded the meeting at 5:26 p.m.

The next regular meeting of the Board will be on Tuesday, July 20, at 3:00 p.m. in a hybrid remote/in-person format.

Patricia M. Hale

Ron Ricker

Charlotte Haines