



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 7, 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 20-28.6. 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 June 16 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 Thursday 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 5885-5902 and 116799--116845 in the amount \$98,864.84 from the maintenance fund and voucher numbers 518-524 in the amount of \$626,594.21 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. Education Activity Learning Packet

At the June 2 meeting, the Board approved customer education projects for the year. New educational programming for school aged students was one of the approved projects. District Manager Diane Pottinger presented a draft of an educational activity packet for early elementary students. The packet provides parents with a water cycle lesson plan using the make and take terrarium kits that the District has in inventory to use at summer festivals. Parents will be able to download the packet and district staff will hand out the terrarium kits from the drive through window while supplies last. The Board reviewed the packet and provided input. Staff will bring back a final draft for approval to the next Board meeting.

NEW BUSINESS

a. Proposed Special Board Meeting on July 14th

District Manager Diane Pottinger reported that there were several time sensitive items in need of Board review and input during the month of July that will warrant an additional meeting. The Board agreed that a special meeting was needed and proposed that this topic be tabled to the end of the meeting so agenda items can be identified and a motion made to set the meeting date and time.

b. Enduris Board of Directors Ballot

District Manager Diane Pottinger shared information on the two incumbents seeking re-election to the Enduris Board of Directors. The commissioners reviewed the information and discussed the candidates. Commissioner Patty Hale motioned to vote to affirm the two incumbents running for the Enduris Board. Commissioner Haines seconded the motion and the motion passed. District Manager Diane Pottinger will submit the ballot.

c. District Owned Property for Future Booster Station

The District purchased a property at 18393 9th Avenue NE to serve as the future site of a District pump station. The pump station is slated for construction at least 5 years into the future, depending on funding. There is a house on the property that is currently vacant. Staff and commissioners have inspected the property and deemed that it could be suitable as a rental with some minor upgrades. The Board discussed the pros and cons of renting the house until it is time to build the pump station or demolishing the house and fencing the property now. Staff and commissioners were in agreement that renting the house would be the best course of action. Staff recommended using a property management company to prepare the house for rental and manage the property. Ms. Pottinger agreed to bring a RFP for the hiring of a property management company to the July 21st meeting.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales updated the Board on the District's receivables which have been impacted by the COVID-19 virus. Receivables are lower than at this same point last year, but improving. Income in the month of June was improved over May and the number of accounts in arrears went from 174 to 122. Ms. Mostrales is working on recommendations for a possible rate relief program and she will prepare information for the board review at a future meeting.

b. Project Status Report/Operation Manager

Operations Manager Clouse reported that the work on the new maintenance facility is in its final stages. The landscaping has been installed and several permits are expected to be signed off on in the next few days after the construction fence is removed. The lot will be paved later this week and the parking lot painted next week. The internal security fences have been installed. The gates will be operational once the property has power. The furniture has been delivered. Appliances will be purchased and installed in the next few weeks. Once the building is complete, staff will put out requests for proposals for landscaping and janitorial services for both the Admin Building and the New Maintenance Facility. The security and alarm contracts will need to be revisited as well. Mr. Clouse also reported on a pre-application meeting for a proposed 105 unit apartment building on 5th and 149th Street. Finally, Mr. Clouse informed the board that he will be bringing a resolution to the next meeting for the purchase of a new forklift. Funding for the forklift is provided for in the 2020 budget.

c. District Manager

District Manager Diane Pottinger reminded the Board that the funding for furnishings and the phone system in the new maintenance facility was not part of the construction budget, but is provided for in a separate line item of \$129,000 in the capital budget. It is anticipated the project will come in under budget for these items. In other District news, Ms. Pottinger reported that she has reviewed feedback regarding the District's grant application for pre-hazardous mitigation funding from the federal government. The project was not prioritized for funding at this time. Ms. Pottinger recommended that we not continue to pursue this funding at this time. In addition, Ms. Pottinger discussed the viability of holding a ribbon cutting ceremony for the new maintenance facility once it is complete. Anticipated completion is the first few weeks in September. In light of the unpredictable nature of the COVID-19 emergency and related restrictions, it was agreed that a public ceremony would most likely not be possible. Ms. Pottinger suggested exploring the possibility of a virtual or socially distancing event. Lastly, Ms. Pottinger reported that two employees will be celebrating the 30 year anniversary with the District this summer, Bob Heivilin and Mike Oberstadt. There will be a feature article in the newsletter on these employees and Ms. Pottinger suggested inviting them to cut the ribbon for the new maintenance facility.

COMMISSIONER REPORTS

Commissioner Haines reported that she toured the house on the property that the District has purchased for a future pump station with Operations Manager Denny Clouse. She indicated that with a little work the house would make a good rental and there is a great need in the community for housing right now. In addition, Commissioner Haines reported that the North City Business Association Tree Lighting in December will most likely be canceled due to COVID-19.

Commissioner Hale reported on her attendance at the Shoreline Rotary meeting where a representative from the Center for Human Services reported on the increased need for support and assistance in this community due to COVID-19. She also reported that she would be interested in attending the AWWA annual conference which will be held remotely September 23rd and 24th. Lastly, Commissioner Hale reported on her remote attendance at the SPU Operating Board meeting.

Commissioner Ricker reported that the WASWD Fall Conference will also be online. He also reported on his attendance at the WASWD Government Relations Committee. Lastly he reported that there are two board members leaving the WASWD board this year which will create openings that need filling. The Section IV Chair is also stepping down. Commissioner Hale expressed some interest in the position, but will need more information.

LEGAL REPORT

District Attorney Joe Bennett reported on the Washington State Supreme Court's ruling in *Lakehaven Water & Sewer Dist. et al. v. City of Federal Way*. The Court ruled in the favor of the City of Federal Way. Mr. Bennett summarized the ruling and potential impact on special purpose districts. Further discussion of the case was tabled for executive session at a future meeting.

SPECIAL MEETING

The commissioners agreed that a special meeting was needed to address the following agenda items.

1. Leak Adjustment Policy Review
2. Potential Rate Relief Program Discussion
3. Educational Outreach Materials Review and Approval
4. Approval of Resolution to Purchase a new Forklift
5. HRA VEBA Board Position Vote

Commissioner Haines moved to hold a special meeting on July 14th at 10:00 a.m. via conference call to discuss the agenda items above. Commissioner Hale seconded the motion and the motion passed.

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

The next special meeting will be Tuesday, July 14, 2020 at 10:00 a.m. via telephone conference call. The next regular meeting will be Tuesday, July 21, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines