



## MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

July 14, 2020

The meeting was called to order at 10:00 a.m. by Board President Ron Ricker via telephone conference call in conformance with Governor's Proclamation 20-28.7. District Manager Diane Pottinger 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  
Joe Bennett, District Attorney (joined later)

### **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 Hale moved to approve the agenda as presented. Commissioner Haines seconded the motion. The motion passed unanimously.

### **NEW BUSINESS**

#### **a. HRA VEBA Replacement Trustee Appointment**

District Manager Diane Pottinger identified the four candidates who had applied to fill the HRA VEBA Trustee Board position. Only one of the candidates had shared their information with the District prior to the meeting. The commissioners and staff shared their knowledge of the candidates. Commissioner Patty Hale motioned to vote for Joy Ramsdell to be appointed to the HRA VEBA Trustee position. Commissioner Haines seconded the motion and the motion passed. District Manager Diane Pottinger will submit the ballot.

#### **b. Educational Materials Packet for K-2**

Staff and the PR consultant updated the information from the prior meeting and the Board was complimentary of the final product. Information will be sent to District customers via the website, Nextdoor and the third quarter newsletter.

#### **c. Resolution 2020.07.22 Approving the Purchase of a Hyster H50XT Lift Truck**

District Manager Diane Pottinger shared that the packet had gone out without input from the attorney with regards to the resolution. There was an extra paragraph added to the resolution which was read aloud during the meeting identifying the state bid process. Operations Manager Denny Clouse discussed the need for the forklift purchase for at both the new Maintenance Facility and the Administration Offices and the fact that it was in the 2020 budget. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved unanimously by the Board.

#### **d. Leak Adjustment Policy Review**

District Manager Diane Pottinger shared a summary of policies from eight neighboring water utilities. She compared the policies including (1) location of eligible leaks, (2) how often a leak adjustment could occur, and if multifamily and commercial customers were eligible. Staff will review this same information at tomorrow's staff meeting. Operations Manager Denny Clouse shared his thoughts on the different options and what kinds of requests he had seen for leak adjustments recently. The Board discussed the different points and had some preliminary recommendations but wanted feedback from staff. Ms. Pottinger committed to bringing back a final recommendation to the Board at the July 21 meeting.

**e. Customer Assistance Program Options for Customers Impacted by COVID**

At a previous Board meeting, the commissioners had discussed possible ways to help customers impacted by COVID. Finance Manager Amalia Mostrales shared her research into programs offered by other utilities. Options included deferred payments, voluntary customer contributions to utility assistance programs and reducing current utility rates. The Board discussed the various options at length. The Board directed staff to recommend preferred options at a future board meeting.

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

The next regular meeting will be Tuesday, July 21, 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