



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 21, 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 20-28.7. 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 July 7 regular meeting and the July 14 special 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 5903-5920 and 116846--116875 in the amount \$150,561.57 from the maintenance fund and voucher numbers 525-529 in the amount of \$20,564.20 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Hale seconded the motion. The motion passed unanimously.

NEW BUSINESS

a. Resolution 2020.07.23 Amending Section 6.14 and Appendix 3A of the NCWD Code

Operation Manger Denny Clouse presented a resolution updating the District Code section 6.14 regarding hydrant meter charges. Currently the District charges a flat fee of \$30 per day for a hydrant meter, but does not levy a usage charge. Mr. Clouse is recommending that a usage charge be added at this time to help the District recoup its costs. Appendix 3A of the District Code is also proposed to be updated to reflect the new charges for hydrant meters. District Manger Diane Pottinger identifies that the title of Appendix 3A had a typo. The "effective as of" date should read July 21, 2020. The commissioners discussed the resolution as presented. Commissioner Hale made a motion to approve the resolution with the correction to Appendix 3A, which was seconded by Commissioner Haines and approved unanimously by the Board.

b. Leak Adjustment Policy Review

District Manger Diane Pottinger presented a proposed update to the District Code regarding the leak adjustment policy. The commissioners discussed the proposed policy change and provided input. Ms. Pottinger will bring a resolution to adopt the code change and new

policy to the next regular Board meeting.

c. Mid-Year Budget Update

District Manager Diane Pottinger presented a midyear budget update and COVID-19 impacts that she and Barb Shosten worked on collaboratively. Year to date expenses and revenues were compared to budget projections. The COVID-19 emergency as well as an unseasonably cool summer has impacted both revenues and expenses which may require changes in operations both through this year and through the next six years. Ms. Pottinger shared one scenario as to how to reduce operational expenses with the anticipated budget shortfall and minimize the impact with a priority on maintaining service and infrastructural integrity while trying to assist customers through this difficult time.

d. Customer Assistance Program Options for Customers Impacted by COVID-19

At the July 14th special meeting, commissioners and staff discussed possible customer assistance programs and reviewed existing programs being offered by neighboring districts. The Board asked staff to conduct more research and bring recommendations to this meeting. Options included deferred payment plans, voluntary customer contributions to utility assistance programs, adjustments to the existing low income program and bill forgiveness programs. District Attorney Joe Bennett provided insight on the challenges of designing a bill forgiveness program as it potentially violates the Constitution, which prohibits gifting of public funds. Staff will continue working on the detail for several options and bring them to the Board at the next meeting.

e. Proposed Special Board Meeting on July 28th

District Manager Diane Pottinger recommended a special meeting on July 28th to consider customer assistance programs for customers impacted by COVID-19. The commissioners agreed. Commissioner Haines moved to hold a special meeting on Tuesday, July 28th at 12:00 p.m. via conference call for the stated purpose. Commissioner Hale seconded the motion and the motion passed.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales updated the Board on COVID related leave requested by employees to date. As of this meeting, district employees have used 74 hours of COVID related leave time which is eligible for reimbursement by the federal government via payroll tax credits. Ms. Mostrales is aware of another 80 hours of COVID related leave that will come through in the next few pay cycles. Ms. Mostrales also provided the Board with information on the RCW's that govern voluntary contribution programs to assist low-income residential customers with their utilities bills.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported a new development on 10th Ave NE between NE 180th and 185th street. The project will require 16 new services. Mr. Clouse also reported that the work on the main at Aldercrest school was completed last night. The school district is funding this project. The new maintenance facility is nearing completion. Contactors are completing the final touches. There is still no power at the site, but it should be turned on any day now. Finally, Mr. Clouse reported that he has been working on using the State bid process to get a quote for purchasing a replacement truck for the fleet.

c. District Manager

No report at this time.

COMMISSIONER REPORTS

Commissioner Ricker reported that he had participated in online resiliency trainings and the WASWD Section IV meeting.

Commissioner Haines also attended the Section IV meeting.

Commissioner Hale reported on her attendance at the Shoreline Chamber's Zoom luncheon. There was a speaker from the City of Shoreline who discussed the impact of COVID-19 on the city budget.

Commissioner Ricker concluded the meeting at 4:50 p.m.

The next special meeting will be Tuesday, July 28, 2020 at 12:00 p.m. via telephone conference call.
The next regular meeting will be Tuesday, August 4, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines