



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 3, 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
Commissioner Charlotte Haines, Secretary

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney
Jesse Foss, Utility Worker IV

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. Mr. Kern Maresca was present on the call and he had no comment. Mr. Toby Bigger was also present and had no comment.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

District Manager Diane Pottinger requested the addition of a mid-year budget presentation and salary adjustment discussion be added to the agenda as item 7c and move the remaining items to follow.

Commissioner Ricker requested the addition of a COVID-19 vaccination policy discussion be added to the agenda as item 6b.

Commissioner Ricker moved to approve the agenda as amended. Commissioner Haines seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines identified a typographical error in the draft of the July 20 special meeting minutes presented in the packet. The correction was made to the minutes. Commissioner Ricker made a motion to approve the July 20 special meeting minutes as corrected. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker moved to approve vouchers numbers 6331-6346 and 117849-117890 in the amount \$281,957.28 from the maintenance fund and voucher numbers 644-648 in the amount of \$22,484.09 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. SPU Operating Board contract negotiations

District Manager Diane Pottinger updated the Board on the ongoing contract negotiations with Seattle Public Utilities. The medium utility group of the SPU Operating Board held a preliminary meeting last week to discuss the negotiation efforts and will be considering a follow up in person meeting later in August. SPU has added a supplemental contract negotiation workshop on finance mechanics on August 10. Lastly, Ms. Pottinger reminded the Board that the August Operating Board meeting will feature emergence response training.

b. COVID-19 vaccination policy discussion

In light of new information about the COVID-19 Delta variant, Commissioner Ricker requested that the Board re-examine its COVID-19 vaccination policy. Commissioners and managers discussed the issue and agreed this should be a topic for an upcoming meeting.

NEW BUSINESS

a. 2021.08.24 Ratifying the Return to Optional In-Person Board of Commissioner Meetings

District Manager Diane Pottinger presented a resolution ratifying the Board's decision to return to optional in person meetings and to authorize the return to standard meeting practices including signing of all meeting documents. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Ricker then passed unanimously. The commissioners and the District's attorney signed the resolution.

b. 2021.08.25 Rescinding Portions of Resolution 2020.03.15 Declaring an Emergency Due to COVID-19

Ms. Pottinger presented a resolution to rescind portions of resolution 2020.03.15 authorizing the District's emergency measures during COVID-19. In light on improving health metrics in the state, the suspension of the competitive bidding requirement is no longer necessary by the District. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale then passed unanimously. The commissioners and the District's attorney signed the resolution.

c. Mid-Year Budget Review and Salary adjustment discussion

At the last Board meeting, the commissioners requested that the District Manager provide a more detailed presentation on the mid-year budget update and revisit the salary adjustments recommendations that came out of the salary and benefit survey. Ms. Pottinger presented the requested information. The updated budget forecast demonstrated that the District could implement the recommended salary adjustments with no additional impact to planned rate increases. After careful review and discussion, the Board recommended that the District Manager bring a resolution to approve an 8% salary increase to all staff and managers effective September 1.

d. Director of Finance Recruiting Status

District Manager Diane Pottinger informed the Board that an offer was made and accepted for the position of Director of Finance. The candidate, Mr. Kern Maresca was in attendance via phone. Mr. Maresca introduced himself and shared a bit about his background. He will be starting on September 1, 2021. The commissioners welcomed him to the District.

e. Job Announcement and Recruitment Plan for Director of Operations and Engineering

District Manager Diane Pottinger shared with the Board a detailed job announcement for the position of Director of Operations and Engineering. Commissioners reviewed the announcement and made a suggestion. The position will be posted immediately through WASWD, AWWA, PNWS and in the *Seattle Times*. Deadline for applications will be August 27 with first round interviews starting in the beginning of September. Commissioner Ricker agreed to serve on the interview committee. Ms. Pottinger is hopeful that the position can be filled so to allow for an overlap between the existing and the new employee.

Toby Bigger and Jesse Foss left the meeting at 4:30 p.m.

f. Change of date for second Board meeting in August.

Resolution 2020.12.43 established the meeting schedule for 2021. The date for the second regular meeting in August was moved from Tuesday, August 17 to Monday, August 16 to accommodate the North City Jazz Walk. This event has been canceled for 2021 due to COVID-19. A motion is needed to move the Board's second regular August meeting back to Tuesday, August 17 at 3:00p.m. Commissioner Haines made a motion to move the second regular meeting in August from August 16 at 3:00 p.m. to August 17 at 3:00 p.m. The motion was seconded by Commissioner Ricker then passed unanimously.

MANAGER REPORTS

a. Finance Manager

None at this time.

b. Project Status Report/Operation Manager

Operation Manger Denny Clouse reported on serval capital projects.

- **CIP 2021.06 - PAX Mixer Replacement 3.7 MG Tank** – The routine cleaning and maintenance on the District’s 3.7MG tank was completed last week. The District contracted with a specialty diving company to conduct the cleaning and to replace the PAX mixer as well as clean and inspect the inside of the tank. The project took two days to complete. The District received a claim for alleged water damage to a neighboring apartment complex. The claim has been forwarded to the District’s insurance company.
- **CIP 2021.03 - 30th Ave NE Service Lines** – This project is ready for bid. A required pre-bid meeting will be held on August 23. The bid opening will be September 1 and bid award will be issued September 2. The final contract will be brought to the Board for approval at the first meeting in September.
- **CIP 2021.04 - Beach Drive Creek Crossing** – KPG the District’s engineering contractors will be working with the District’s attorney to prepare some releases that are required by the City of Lake Forest Park for permitting before the project can proceed.
- **CIP 2021.01 - 2.0 MG Reservoir Work** – This project is proceeding and Mr. Clouse estimated it should be completed in the next few weeks.

Mr. Clouse also updated the Board on several development projects in the district, including:

- Hydraulic modeling was done for a new development project and the results indicated that major water system improvements would be needed to complete the proposed 300-unit project. Mr. Clouse has been in contact with the developer to discuss possible options.
- Another development project is awaiting redesign plans for their 12” main that will help avoid the sewer line.

Lastly, Mr. Clouse reported that he is working with RH2 and the District manager on the Emergency Response Plan. Much has changed in the district since the last plan update.

c. District Manager

None at this time.

COMMISSIONER REPORTS

Commissioner Haines reported on several meetings and a memorial service she had attended.

Commissioner Ricker restated his desire to revisit the COVID-19 vaccination policy.

Commissioner Hale had no report at this time.

LEGAL REPORT

District Attorney Joe Bennett had no report at this time.

Commissioner Hale concluded the meeting at 5:19 p.m.

The next regular meeting of the Board will be on Tuesday, August 17, at 3:00 p.m. in a hybrid remote/in-person format.

Patricia M. Hale

Ron Ricker

Charlotte Haines