



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 4, 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 20-28.8. 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 identified two typographical errors in the July 21 regular meeting minutes which were corrected. Commissioner Haines moved to approve the July 21 regular meeting minutes as corrected. Commissioner Hale seconded the motion. The motion passed unanimously.

Commissioner Hale moved to approve the July 28 special meeting minutes as presented. Commissioner Haines 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 Hale moved to approve vouchers numbers 5921-5937 and 116876-116917 in the amount \$88,057.91 from the maintenance fund and voucher numbers 530-536 in the amount of \$424,552.18 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Haines seconded the motion. The motion passed unanimously.

OLD BUSINESS

a. Customer Communications Regarding Past Due Accounts

At the July 28th special meeting, the commissioners and staff had a study session on how to best assist customers impacted by the COVID-19 virus. There was consensus among commissioners that during this difficult time, it is essential that the District communicate well and work closely with customers to create feasible pay arrangements. The Board directed the District Manager to present examples of current customer communication and recommendations moving forward. District Manager Diane Pottinger shared the current messages printed on bills and past due notices that are being set. All communication encourages customers who are having difficulty paying their bills to call the District office. Ms. Pottinger recommended that the District continue existing communications, but in addition, implement a payment arrangement program for those customers impacted by COVID-19 which would address the concerns of the commissions. Ms. Pottinger shared a draft of a resolution to implement this program. (Resolution 2020.08.28). The

commissioners reviewed the resolution and provided minor revisions. Ms. Pottinger agreed to finalize the resolution and distribute to the Commissioners via email for consideration and approval at the end of the meeting.

NEW BUSINESS

- a. 2020.08.24 Amending Title 2.04.010 of the North City Water District Code**
District Manager Diane Pottinger presented a proposed update to the District Code regarding the leak adjustment policy to finalize changes to the program discussed at the July 14th special meeting and July 21st regular meeting. The commissioners reviewed and discussed the resolution. Commissioner Haines identified a typographical error in the signature block of the resolution. Commissioner Hale made a motion to approve the resolution as corrected. The motion was seconded by Commissioner Haines and approved unanimously by the Board.
- b. 2020.08.25 Amending Title 3 of the NCWD Code**
District Manager Diane Pottinger presented a resolution updating Title 3 of the NCWD Code which governs the low-income reduced water rate program. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved unanimously by the Board.
- c. 2020.08.26 Approving a COVID-19 Addendum to the NCWD's Low-Income Program**
At the July 14, 21 and 28th Board meetings, commissioners and staff discussed adding a COVID-19 addendum to the low-income program. The addendum would allow customers to use their 2020 income to qualify for the current program. This would provide assistance to customers who have experienced income loss due to COVID-19. Commissioner Haines identified a typographical error in the resolution number. Commissioner Haines made a motion to approve the resolution as corrected, which was seconded by Commissioner Ricker and approved unanimously by the Board.
- d. 2020.08.27 Correcting Resolution 2020.07.23 and Section 6.02 of the NCWD Code**
District Manager Diane Pottinger presented a resolution to correct a Code reference error that was discovered in Resolution 2020.07.23 passed at the July 21 regular meeting. The resolution referenced section 6.12 of the Code when it should have referenced section 6.02. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale and approved unanimously by the Board.
- e. 2020.08.28 Approval of COVID-19 Deferred Payment Program**
District Manager Diane Pottinger distributed a final resolution to approve the deferred payment program discussed earlier in the meeting. The commissioners reviewed the resolution. Commissioner Hale made a motion to approve the resolution. The motion was seconded by Commissioner Haines and approved unanimously by the Board.

MANAGER REPORTS

- a. Finance Manager**
Finance Manager Amalia Mostrales informed the board that the PERS employer contribution rate will increase in September. Cost to the District will be about \$1,500 annually. Ms. Mostrales updated the Board on accounts past due 120 days or more. Last month, there was approximately \$49,000 outstanding and this month that number has decreased to approximately \$35,000. This is better than last month, but still a significant increase over this same time last year when the amount was approximately \$11,000. The increase in past due is assumed to be related to the COVID-19 crisis.
- b. Project Status Report/Operation Manager**
Operations Manager Denny Clouse shared that he has finalized a WSEA agreement with a developer putting in a 28 units near NE 180th Street and 12th Ave NE. He expects that the Developer will be signing the books soon and paying the fees. Mr. Clouse also reported on a WSEA for a new climbing gym going in at NE 175th Street and 15th Ave NE. He expects to bring this to the Board for approval in the near future. The new maintenance facility is still waiting for power. Mr. Clouse has contacted Seattle City Light about the delays. Commissioner Hale asked about some plants on the site that appear to be dying. Mr. Clouse indicated that the plants and trees are under warranty and will be replaced if needed. Mr. Clouse also informed the Board that Faber needed to readjust a section of curb due to

incorrect information on the plans. This resulted in an overage of approximately \$2,500 which will be brought to the Board in form of a resolution. Lastly, Mr. Clouse reported that the neighbor sharing a property line with the new facility has some fencing concerns. He will be working with her on the issues and will keep the Board informed.

c. District Manager

District Manager Diane Pottinger reported on several meetings and trainings she had attended. The University of Washington presented a Shake Alert webinar the past three weeks was very informative and is expected to be posted to the website soon. Several commissioners attended as well. Ms. Pottinger also reported on the AWIA Risk and Resiliency Plan workshop offered by SPU who had done the plan inhouse. Finally, Ms. Pottinger reported on the kick off meeting for the Roadmap to Washington Phase II which covers changes to the Growth Management Act. In other District business, Ms. Pottinger reported that the District has received some review comments from the King County UTRC and Lake Forest Park Water District on the District's water system plan that is currently out for review. The third quarter District newsletter draft will be ready next week and will be delivered to customers in the last half of August. Lastly, Ms. Pottinger reported that Lake Forest Park Water District recently renewed its franchise agreement with the City of Lake Forest Park.

COMMISSIONER REPORTS

Commissioner Hale reported on that she has attended several interesting webinars and training over the past few weeks as well as the WASWD remote board meeting.

Commissioner Haines reported on her attendance at the SPU's risk and resiliency workshop as well as the Shoreline City Council Meeting.

Commissioner Ricker had no report at this time.

LEGAL REPORT

District Attorney Joe Bennet updated the Board on the extension of Governor's Proclamations impacting water providers. Proclamation 20-23.7, which suspends late-fees and shuts offs, has been extended until October 15. Proclamation 20-28.8, which prohibits in person public meetings, has been extended until September 1.

Commissioner Ricker concluded the meeting at 4:25 p.m.

The next regular meeting will be Tuesday, August 18, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines