



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 17, 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  
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**

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

### **APPROVAL OF MINUTES**

Toby Bigger clarified that he is attending meetings as a member of the public and not in his capacity as an employee of NCWD. The minutes were updated to reflect this clarification. Commissioner Haines made a motion to approve the August 3 regular meeting minutes as corrected. Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve vouchers numbers 6347-6363 and 117891-117934 in the amount \$631,695.76 from the maintenance fund and voucher numbers 649-651 in the amount of \$4,477.39 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **NEW BUSINESS**

#### **a. 2021.08.26 Adopting a Mid-year Wage Increase to be effective September 1, 2021**

As a result of the salary and benefits survey conducted by Trupp HR earlier this summer, it was discovered that NCWD wages fell below the industry standard in our region. Trupp HR recommended several adjustment scenarios to bring the District pay in line with neighboring utilities. After careful review and discussion over several Board meetings, the commissioners recommended an 8% adjustment across the board with two exceptions. The Accounting Specialist position was found to already be at a competitive level of compensation and therefore that position will remain at the fourth step with no mid-year increase. Also, the compensation for serving as the District's direct responsible charge to the Department of Health will shift from the Operations Manager to the District Manager compensation because Ms. Pottinger as she will be taking over that responsibility from Mr. Clouse effective with this wage increase. District Manager Diane Pottinger presented a resolution to adopt the recommended wage increase effective September 1, 2021. Commissioner Ricker made a motion to approve the resolution. The motion was seconded by Commissioner Haines then passed unanimously. The commissioners signed the resolution.

**b. Resolution 2021.08.27, Authorizing the Employment of Kern Maresca as the Director of Finance**

Ms. Pottinger presented a resolution to hire Kern Maresca as the District's new Director of Finance. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale then passed unanimously. The commissioners signed the resolution.

**c. SPU Wholesale User Contract Extension**

District Manager Pottinger updated the Board on the status of the ongoing contract negotiations between Seattle Public Utilities and the wholesale partner utilities. There have been multiple workshops and meetings on the topic, but both sides agree that more time is necessary to complete the negotiation process. Ms. Pottinger presented the Board with a proposed contract extension from SPU which would extend the negotiation timeline from one-year to two years extending the deadline for agreement to January 1, 2023. The commissioners reviewed and discussed the contract extension. Commissioner Haines made a motion to authorize the Board president to sign the contract extension. Commissioner Ricker seconded the motion and the motion passed unanimously.

**MANAGER REPORTS**

**a. Finance Manager**

Ms. Pottinger updated the Board on the status of overdue accounts. The District currently has 125 customers past due with an average 120 day past due amount of \$585. The moratorium on late fees and shut offs is set to expire on September 30, 2021, and the District will return to normal billing procedures. Ms. Pottinger shared that she and staff are drafting communications to be sent to the customers who have past due balances informing them that they need to bring their accounts current to avoid future penalties or loss of services. The communication will encourage customer to contact the District to make pay arrangements. In addition, Ms. Pottinger reported that the state is in the process of determining how to administer COVID-19 relief funding from the federal government that will assist customers with overdue water utility bills. The District will ensure that customers are made aware of assistance opportunities once they become available.

**b. Project Status Report/Operation Manager**

Operation Manager Denny Clouse informed the Board that the District received a letter from the City of Shoreline indicating that the District's bio retention pond at the District's Administrative Office is in need of some refurbishing in order to comply with city stormwater regulations. Mr. Clouse is working with the District's landscape maintenance contractors to schedule the improvements.

Mr. Clouse also updated the status of the District's capital projects.

- **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 consultant are 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** – Murraysmith the District's engineering consultant will be facilitating the reservoir inspection and repair. On August 26<sup>th</sup> Murraysmith and district staff will be using inflatable kayaks to inspect the reservoir and plan the needed maintenance.
- **CIP 2021.08 – Emergency Response Plan** – Mr. Clouse, the District Manager and the District consultant RH2 continue working on updating the District's Plan.
- **CIP 2012.09 – New Maintenance Facility Phase III** – Wagner Architects will be submitting design plans to the District for approval for the final phase of construction on the new maintenance facility which provides for the construction of a covered bay.
- **CIP 2021.05 - CIP Project 131A 200th Ave Water Main** - Engineering consultant BHC is providing the design, permit and as-built services for the project and should have preliminary design plans to the District this week.

**c. District Manager**

Ms. Pottinger updated the Board on a number of different activities she is working on the third quarter newsletter, SR 522 line going live in 2026, and a summer all-staff meeting on Wednesday, August 25. It will be at the maintenance facility; we will close the office for that time and the District will provide boxed lunches in lieu of a potluck. Commissioners are welcome to attend as they have done so in the past. North City Business Association is planning a barbeque in September and would like to hold it in the District parking lot. After a robust discussion, the District is recommending the meeting be held at another venue that is already set up for the public. Ms. Pottinger also met with our 32<sup>nd</sup> Legislators, Fire Chief, representatives from Fircrest and other organizations that may be involved with the expansion options at Fircrest. She also shared the communications that she has had with both the Fire Department and SPU about potential other sites for a second base of the fixed based Flexnet system.

**COMMISSIONER REPORTS**

Commissioner Haines reported on her attendance at the Shoreline Chamber of Commerce luncheon.

Commissioner Ricker reported on his attendance at the Washington Association of Sewer and Water District Government Relations Committee Meeting.

Commissioner Hale had no report at this time.

Commissioner Hale concluded the meeting at 4:27 p.m.

The next regular meeting of the Board will be on Tuesday, September 7, at 3:00 p.m. in a hybrid remote/in-person format.

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Patricia M. Hale

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Ron Ricker

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Charlotte Haines