



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 18, 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
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 Hale moved to approve the agenda as presented. Commissioner Haines seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines moved to approve the August 4 regular meeting minutes. 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 Hale moved to approve vouchers numbers 5938-5955 and 116918-116953 in the amount \$292,219.80 from the maintenance fund and voucher numbers 537 in the amount of \$3,814.50 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Haines seconded the motion. The motion passed unanimously.

NEW BUSINESS

- a. **Resolution 2020.08.29 Approving the WSEA with Parfett Family LLC/Uplift Gym**
Operations Manager Denny Clouse presented a WSEA with the Parfett Family LLC for the installation of a required 4-inch fire service for the new gym they are opening. No connection fees are associated with this project. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale and approved unanimously by the Board.
- b. **Resolution 2020.08.30 A Declaring Certain Personal Property to be Surplus and Authorizing the Disposal Thereof**
Mr. Clouse reported that the District has replaced an aging Ford pick-up truck on the fleet. He presented a resolution to surplus the old truck which will be taken to auction. Commissioner Haines made a motion to approve the resolution as corrected. The motion was seconded by Commissioner Hale and approved unanimously by the Board.

c. Resolution 2020.08.31 Updated Resolution 2020.01.05 for Regular Board Meeting on September 15, 2020

The second regular meeting in September had been set for Monday, September 14 instead of Tuesday, September 15 due to the WASWD Fall Conference. As the conference has been canceled and is now online, Ms. Pottinger proposed that the regular meeting be moved back to September 15. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale and approved unanimously by the Board.

d. Property Management RFP

The District recently purchased a single family residence with the intention to use the property for a future booster station. That capital improvement project is not expected within the next six years. Therefore, the District wants to rent the property in the interim. Residential property management is not one of the District's core competencies. The District is seeking proposals from property management firms to provide residential property management services. Ms. Pottinger distributed a draft of the request for proposals and the Board reviewed the draft and provided input. Commissioners Haines made a motion to approve the property management RFP. Commissioner Hale seconded the motion and the motion passed unanimously. Staff will post the RFP on the District website and advertise the request in the *Daily Journal of Commerce*.

e. Landscaping RFP

With the move to the new maintenance facility and the purchase of the single family residence, the District's need for landscaping services has changed. Mr. Clouse presented a draft RFP for landscaping services to include the administration building, the new maintenance building, the pump station and the single family residence recently purchased. The Board reviewed and provided input. Commissioners Hale made a motion to approve the landscaping RFP. Commissioner Haines seconded the motion and the motion passed unanimously. Staff will post the RFP on the District website and advertise the request in the *Daily Journal of Commerce*.

f. Janitorial RFP

The move to the new maintenance facility also changes the District's janitorial needs. Rather than renegotiate with the exiting janitorial contractor regarding the new building and new scope to clean the building, the management team instead recommends going out for a new contract. Mr. Clouse presented a draft RFP for janitorial services to include the administration building and the new maintenance building. Commissioners Haines made a motion to approve the janitorial RFP. Commissioner Hale seconded the motion and the motion passed unanimously. Staff will post the RFP on the District website and advertise the request in the *Daily Journal of Commerce*.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales was not in attendance and did not provide a report.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that there is still no power at the new maintenance facility. Finishing details cannot be completed until there is electricity at the site. Due to the delays, the contract with Faber will be extended by 20 working days. A no cost change order was signed to accommodate this change. Mr. Clouse also reported that the District has collected for 16 new services this month. Commissioner Hale suggested that the District plan a virtual opening for the new maintenance facility once it is complete.

c. District Manager

District Manager Diane Pottinger reported that between now and the end of the year, she will be working on updating and finalizing the District Code. At the next meeting she will bring an outline detailing the process for completing the updates. Ms. Pottinger also will also be working with Mr. Clouse over the next few months to complete the AWWA Risk and Resiliency plan. Ms. Pottinger also reported that the District has launched the COVID-19 deferred payment plan by sending out over 100 letters to past due customers inviting them to join the program. Lastly, Ms. Pottinger reported that the newsletter should be out by the end of this week.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines reported on her attendance at the risk and resiliency meeting.

Commissioner Hale reported on her attendance at the Shoreline Chamber lunch and the WASWD Section IV meeting.

LEGAL REPORT

District Attorney Joe Bennet reported that he continues to monitor the Governor's proclamations that impact the District. Proclamation 20-28 prohibiting public meetings has been extended through the end of this month and proclamation 20-23 suspending shut offs and late fees has been extended through October 15. Mr. Bennet will keep the Board informed of any changes.

Commissioner Ricker concluded the meeting at 4:06 p.m.

The next regular meeting will be Tuesday, September 1, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines