



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 1, 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 Charlotte Haines moved to approve the agenda as presented. Commissioner Patricia Hale seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Hale moved to approve the August 18 regular meeting minutes. 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 indicated that the payroll vouchers were missing from her packet. Executive Assistant Theresa Harrington emailed the missing voucher sheet to all in attendance for review. Commissioner Hale moved to approve vouchers numbers 5956-5972 and 116954-116988 in the amount \$416,671.34 from the maintenance fund and voucher numbers 539-542 in the amount of \$34,703.78 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. Form changes for COVID-19 impact low-income program and regular low-income program

District Manager Pottinger informed the Board that the district's communication consultant had reviewed the application forms for the District's low-income programs and made some revisions to improve clarity, consistency and ease of use for the customer. The Board reviewed the revised copies of the application forms and affirmed the updates. Ms. Pottinger reported that the post about these assistance programs has generated a large volume of interest based on social media and website metrics. She also shared that the office staff received several questions and comments shortly after the newsletter and blog post occurred.

b. Resolution 2020.09.32 Correcting Amending Section 6.02 of the NCWD Code

District Manager Pottinger informed the Board that after careful review of the hydrant meter charge form and processes, some revisions were needed to resolution 2020.09.32 to improve consistency and clarity. The Board reviewed the material presented but desired some

additional information prior to approval. The Board requested that staff bring back a track changes version of section 6.02 of the Code along with the new draft of the hydrant meter agreement form to the next meeting. In addition, the Board requested a copy of all Code appendixes referenced in this section of the Code for review. Ms. Pottinger agreed to bring the requested materials to the next meeting for review and approval.

c. PR Discussion

Ms. Pottinger provided a recap of the public outreach recommendations discussed in the presentation by the District's communication consultant at the June 2nd Board meeting. The Board discussed possible outreach and public education opportunities and provided input and direction to staff. They concurred with the public outreach around the other items discussed, with a preference to integration with existing communication platforms such as the quarterly newsletter and website.

NEW BUSINESS

a. Assistance with Springbrook RFQ

Ms. Pottinger shared a draft of an RFQ for work assistance with adding Springbrook work order and inventory modules to the existing cloud database. Though this project is still a priority, the audit will likely be scheduled at the same time this would come out so Ms. Pottinger suggested this RFQ be tabled until after the audit. The Board concurred and agreed to revisit at a future meeting.

b. North City Water District Code Review 2020 Kick-Off

Ms. Pottinger provided the Board with background information on the adoption and updates of the District Code since 2004. The code was codified in February 2004 and August 2009 with the assistance of outside legal counsel. There has not been a common document tracking the changes between 2004 and 2009, thus, the 2004 document was used as a starting point. Periodic updates have been made via resolution between 2004 and now, but the entire Code is in need of review, revision and Board approval. Ms. Pottinger shared a document designed to track changes in the Code and identify the adopting resolutions for prior versions of each section of the Code. A thoughtful discussion ensued on how to best capture the evolution and history of code updates and related RCW's. Ms. Pottinger proposed the Code update would be a discussion item at each Board meeting with a goal to complete the review and approve all Code revisions at the end of the process. After much input, a schedule and process was agreed upon. The process will begin with a review of Title 1 of the District Code at the September 15th Board meeting.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales updated the Board on receivables. As of August 31, 2020 receivables are at \$654,109 which is an increase from last month. Accounts past due by more than 120 days are at \$41, 238, slightly higher than last month. To date District employees have utilized \$8, 654 in COVID related leave benefits. This amount is paid by the Federal government through payroll tax credits. Commissioner Hale asked if there has been much interested in the new low-income and COVID assistance programs offered by the District. Ms. Pottinger indicated there have been several inquiries about the programs and much interest on the website and through Nextdoor.com. She will bring the Board and update on program numbers at the next meeting.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that there is still no power at the new maintenance facility. After today, the construction trailer will be removed from the site. Mr. Clouse also reported that several companies have expressed interest in bidding on the landscape and janitorial contracts that are out for bid. Walk throughs are happening this week and bids are due on September 10th at 10:00 a.m. Mr. Clouse also reported on a pre-application meeting regarding a home remodel on 8th Ave NE and NE 194th Street. Commissioner Hale inquired about the landscaping and irrigation at the new maintenance facility as she had noticed that some plants seem to be failing. Mr. Clouse reported that all plantings are guaranteed for two years and he will meet quarterly with the landscapers to asses and replant any failing plants. Currently, the irrigation timing patterns are all managed by the landscaper and based on recommendations for new plantings and lawns. Commissioner Hale asked who is responsible for maintain the standpipes located at the corner of 6th Ave NE and NE 165th Street as they are in need of repainting. Mr. Clouse

reported that he is familiar with the property and the above ground pipes are the property owner's responsibility.

c. District Manager

District Manager Diane Pottinger reported that she and Mr. Clouse met with Sound Transit regarding the new project along SR 522 on NE 145th Street and Bothell Way. A new agreement is needed with Sound Transit regarding water systems improvements. Ms. Pottinger will be working with Sound Transit staff to come up with an agreed upon scope, then work with District Attorney Joe Bennett on the new WSEA agreement which will be shared at a future Board meeting. The Department of Health has provided comments on the District's Water System Plan. Mr. Clouse and Ms. Pottinger will be responding to those comments this month. After all comments and corrections have been incorporated the final plan which will be brought forth to King County and Department of Health for approval. Depending on how the comments are incorporated, Ms. Pottinger may bring the document back for Board approval again. Lastly, Ms. Pottinger reported on the General Managers meeting where several topics discussed such as COVID impact and impacts of Utility Tax.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

Commissioner Hale reported on her attendance at the WASWD Board meeting on August 24th.

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 October 1st. Mr. Bennet will keep the Board informed of any changes.

Commissioner Ricker concluded the meeting at 5:00 p.m.

The next regular meeting will be Tuesday, September 15, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines