



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 15, 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

District Manager Diane Pottinger asked to add a discussion of the District year-end activities as item 7 b. on the agenda. Commissioner Haines moved to approve the agenda as amended. Commissioner Hale seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Hale moved to approve the September 1 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 Haines moved to approve vouchers numbers 5973-5990 and 116989-116994 and 116996-117025 in the amount \$409,673.64 from the maintenance fund and voucher numbers 543-552 in the amount of \$58,814.79 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Hale seconded the motion. The motion passed unanimously.

Finance Manager Amalia Mostrales reported that due to a computer software issue, voucher number 116995 was skipped in today's Board vouchers. The same software issue occurred in the vouchers passed at the August 4th Board meeting where voucher number 116901 was also skipped. Ms. Mostrales continues to work with the software company to resolve this issue and will report back at a future meeting.

Executive Assistant Theresa Harrington reported that there was an error in the vouchers section of the minutes from the August 18th meeting. Voucher number 538 was inadvertently left off the minutes but had been included in the packet and approved by the commissioners. Ms. Harrington will bring a corrected version of the minutes to the next Board meeting for approval.

OLD BUSINESS

- a. **Resolution 2020.09.32 Correcting and Amending Section 6.02 of the NCWD Code**
District Manager Pottinger presented a resolution correct the portion of the Code recently amended regarding fire hydrant rental permits which was discussed at the last board meeting.

As requested, Ms. Pottinger provided a track changes version of section 6.02 of the Code and a copy of all Code appendixes referenced in this section of the Code for review. After discussion, Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale and approved unanimously by the Board.

b. Update on the Janitorial and Landscape RFP's and timeline

Operations Manager Denny Clouse reported that the District received three proposals in response to the janitorial RFP and three responses to the landscape RFP. The proposals were opened on September 10th. Mr. Clouse will be checking references and confirming information from each proposal over the next few weeks. Final decisions will be made soon and contract for each service will be brought to the board for approval.

NEW BUSINESS

a. District Code Review Title 1

Ms. Pottinger presented the Board with the proposed revisions to Title 1 of the District Code. This title covers administration and contains six chapters and two appendixes. The Board reviewed and discussed the updates and revisions. Ms. Pottinger also presented an electronic format of the Code for the website. The Board agreed that once approved, posting a clear and easy to access electronic version on the website would be helpful to the public. The Board reviewed the proposed format and gave feedback to staff.

b. End of the Year Activities

Traditionally, the District participates in the annual North City Business Association Tree Lighting Ceremony. Though a valued community tradition, promoting any kind of large community gathering is not in the best interest of the community due to COVID-19. It was agreed that the District will still light the tree atop the water tower in early December, but no event will be planned. In addition, no end of the year in-person staff gatherings will be planned at this time. This decision will be revisited if the State and County ease COVID restrictions in the coming months and group gatherings are once again permitted. Commissioner Hale suggested that an end of the year staff gathering be planned in an electronic format in order to recognize staff anniversaries and other milestones. Staff will look into the best way to accomplish this.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales informed the Board that there is a new federal relief program that will allow employees to defer their social security tax until December 31st. This is not a grant of funds and the funds would need to be paid back by the employee in 2021. This program is outlined in IRS notice 2020-65. It is an optional program. Ms. Mostrales has shared this information with staff and will address questions at tomorrow's staff meeting regarding this option.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that the Shoreline School District projects are all almost complete and the close out of the WSEAs will be brought to a future board meeting. Mr. Clouse also reported that the Buddha Jewel project is moving forward.

The new maintenance facility was connected to power on September 3rd. A few electrical issues have emerged and are currently being addressed. Faber Constriction is working to complete the final punch list items and Mr. Clouse will be meeting with the architect to resolve a few final design concerns. Lastly, Mr. Clouse reported that several pre-construction meetings are scheduled for next week.

c. District Manager

District Manager Diane Pottinger reported the North City Water District Water System Plan is in the final stages of completion. Comments have been received from Department of Health and the District prepared responses. No comments have been received from either the cities of Shoreline or Lake Forest Park, nor Seattle Public Utilities. Ms. Pottinger also reported that there will be a new WSEA agreement with Sound Transit to address the changes needed for the HOV bus lane project along State Route 522 (NE 145th and Bothell Way) north to the District boundary. She will work with the District attorney and bring an agreement to the Board at a future meeting. Lastly, Ms. Pottinger reported that she has joined the Operating Board CIP working group to

review SPU CIP planning and impacts. She asked the commissioners to let her know if they wish to participate in this group.

COMMISSIONER REPORTS

Commissioner Hale reported on her attendance at the SPU Operating Board and the training for the upcoming WASWD Conference.

Commissioner Ricker also attended the Operating Board and conference training.

Commissioner Haines reported that she attended the conference training and was looking forward to the online conference.

LEGAL REPORT

District Attorney Joe Bennet reported the City of Edmonds has received a complaint about failing to announce the duration and purpose of the executive session failing to return to the open public meeting for adjournment. Mr. Bennett suggested that NCWD staff look into an alternative conference call number that the District could use if needed for an executive session and reminded everyone of the importance of adhering to the OPMA.

Commissioner Ricker concluded the meeting at 4:09 p.m.

The next regular meeting will be Tuesday, October 6, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines