



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 6, 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 20-28.11. 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 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 15 regular meeting minutes. Commissioner Haines seconded the motion. The motion passed unanimously.

Executive Assistant Theresa Harrington presented a corrected version of the August 18th minutes which inadvertently omitted voucher number 538. Commissioner Hale moved to approve the August 18 corrected 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 moved to approve vouchers numbers 5991-6007 and 117026-117081 and 117083-117088 in the amount \$475,347.64 from the maintenance fund and voucher numbers 553-561 in the amount of \$75,698.22 from the capital fund. Executive Assistant Theresa Harrington noted that voucher number 117082 was not generated by the system for unknown reasons. It is merely a numbering issue. This is the second such software issue. Ms. Mostrales continues to work with the software company to resolve this issue and will report back at a future meeting. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Haines seconded the motion. The motion passed unanimously.

OLD BUSINESS

a. Property Management RFP

District Manager Pottinger reported that the District posted a Request for Proposal for Property Management services to manage the rental of the single-family home located on the future booster station site. The RFP ran in the September 8 and September 15 *Daily Journal of Commerce* and was posted to the District's website. The District received no responses. Staff recommended to wait to rent out this property until the COVID-19 restrictions have been lifted. The staff will maintain the property in the meantime. The Board concurred with this recommendation.

b. Resolution 2020.10.33 Approving contract with Natural Concept Landscape Company for Landscaping Services.

Operations Manager Denny Clouse presented a resolution to approve the contract with Natural Concept Landscape Company for landscape maintenance at the administration building, new maintenance facility, pump station and the future booster station property. The commissioners reviewed the resolution and the attached contracts. The address was corrected on the Pump Station contract as it was in error. After discussion, Commissioner Hale made a motion to approve the resolution. The motion was seconded by Commissioner Haines and approved unanimously by the Board.

c. Resolution 2020.10.34 Amending the North City Water District 2020 Water System Plan

The Board passed a resolution approving the North City Water District 2020 Water System Plan on March 17, 2020. The plan was then distributed to partner utilities, the Cities of Shoreline and Lake Forest Park, King County and Washington State Department of Health for review and comments. The presented amendment reflects the comments received and District responses and updates. Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale and approved unanimously by the Board.

NEW BUSINESS

a. District Code Review Title 2

Ms. Pottinger presented the Board with the proposed revisions and updates to Title 2 of the District Code. This title covers finance and revenue and contains six chapters. The Board reviewed and discussed the updates and revisions and provided input. The Board requested that Ms. Pottinger bring a resolution to approve proposed changes to the next Board meeting. Once approved, Title 2 can be posted to the website.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales was not present. There was no report at this time.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported on a pre-application meeting regarding a development on the corner of 8th and 185th. The property currently has a single-family home on the site. The development plans to build a 20-unit apartment building.

The final work continues at the maintenance facility. Over the next few weeks the final punch list items should be completed.

c. District Manager

District Manager Diane Pottinger reported on the annual audit. Requests from the auditor have been very detailed this year, but Ms. Pottinger and the finance team have been working hard to provide timely and complete responses. The audit is on schedule and should wrap up later this week. Next year there will be both a financial and accountability audit. Ms. Pottinger suggested the District consider working with a third party to assist in reviewing the Governmental Accounting Standards Board (GASB) rules as there have been several recent updates requiring interpretation. Ms. Pottinger also reported that she and Operations Manager Denny Clouse continue to meet with Sound Transit to negotiate the WSEA for the project along State Route 522 (NE 145th and Bothell Way) north to the District boundary. The District Attorney will review the agreement. Lastly, Ms. Pottinger reported that annual staff performance reviews will take place in October.

COMMISSIONER REPORTS

Commissioner Ricker: no report.

Commissioner Hale: reported on her attendance at the WASWD online conference and the AWWA national online conference.

Commissioner Haines: no report.

LEGAL REPORT

District Attorney Joe Bennet reported that the Governor has extended the restrictions on the Open Public Meetings Act (OPMA) through November 9th, so Board meetings will continue via conference call until then.

Commissioner Ricker concluded the meeting at 4:10 p.m.

The next regular meeting will be Tuesday, October 20, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines