



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 20, 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, President
Commissioner Patricia Hale, Vice President
Commissioner Charlotte Haines, Secretary

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 Haines moved to approve the October 6 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 Friday 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 6008-6025 and 117089-117124 \$179,891.69 from the maintenance fund and voucher numbers 562-567 in the amount of \$5,166.34 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Hale seconded the motion. The motion passed unanimously.

Commissioner Hale asked for an update on the software issue that caused voucher numbers to be skipped in the voucher batches presented at the August 4 meeting (#116901), the September 15 meeting (#116995) and the October 6 meeting #(117082). This is numbering issue only. At no time was a vendor name or payable amount associated with the skipped voucher numbers. There is no change to the balances. The issue did not occur in this voucher batch. The software company is aware of the situation and Ms. Mostrales continues to monitor the situation.

OLD BUSINESS

a. Title 2 of the NCWD Code review – continued

Finance Manager Amalia Mostrales joined the meeting for this discussion.

The Board reviewed Title 2 of the NCWD code with specific focus on the section covering business expenses. The Board reviewed information on several methodologies for providing per diem for meals and incidentals for in-state and out of state travel, and reviewed the Districts current and historical policies on the topic. After discussion, the board recommended the following:

1. The in-state per diem rate for meals and incidentals will be determined by the GSA established rates. The out of state per-diem rate will be set by the board annually and will reflect reasonable reimbursement rates dependent on actual cost of meals in the destination city.
2. For partial travel days, meals will be provided based on the hours traveled. For example, if an employee leaves at 3:00 p.m. to travel to a meeting or training, they would be provided with a per diem for dinner and incidentals that day.
3. If a meal is provided to the employee or commissioner as part of their lodging or conference registration fee or otherwise paid for by the District, that meal would be deducted from their per-diem allocation.
4. If an employee or commissioner is away from the office for a training or meeting that includes the lunch hour, the District will provide the lunch per-diem to that employee.
5. The District will reimburse employees or commissioner for the following travel expenses: telephone charges (as stipulated in the Code); Wi-Fi expenses when Wi-Fi is needed for business purposes, baggage fees charged by airlines, parking and transportation to and from the airport. The employee must provide receipts and follow the defined request for reimbursement protocols to receive reimbursement; or the expenses can be paid with a District issue credit card.

Ms. Pottinger will update the corresponding sections of the Code to reflect the recommendation resulting from this discussion and will bring a resolution to the next board meeting for approval of the updated Title 2 of the NCWD Code.

Ms. Mostrales left the call.

b. Janitorial Contract – Draft Invitation to Bid

The District put out a request for proposal for janitorial services last month. Three responses were received and based on the bid amounts, staff decided to change the scope of the bid to be more in line with the District's budget. Ms. Pottinger shared a revised Invitation to Bid with reduced scope of work. The Board reviewed the draft and agreed that it would meet the District's basic janitorial needs now and when the public area are again opened to the public. Commissioner Hale recommended language be added to specify that janitorial staff will be implementing the public health guidelines for COVID-19 cleaning and disinfecting. Ms. Pottinger will update the Invitation to Bid and post it to the District website. Announcement of the invitation to bid will be run in the *Daily Journal of Commerce*, the *Seattle Times* and on Next Door with links to the full document on the District website.

NEW BUSINESS

None at this time.

MANAGER REPORTS

a. Finance Manager

There was no report at this time.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that he is still awaiting the certificate of occupancy for the new maintenance facility which has been delayed due to a hold up with the mechanical permit. Mr. Clouse has provided the city with all necessary documents and he anticipates the permit will be granted soon. This week the contractors will be completing the final items on the punch list and the District's IT contractors will be finalizing phone and computer hook ups. Though District staff is not able to occupy the building yet, staff has been utilizing the decant facility.

Mr. Clouse also reported that the District's asphalt contractors have been unable to provide the required services in a timely manner. Mr. Clouse has terminated the relationship with this contractor and hired a new one able to deliver the required services.

Lastly, Mr. Clouse reported that the District's surplussed pick-up truck was sold at auction for \$9,600, which was considerable higher than expected.

c. District Manager

District Manager Diane Pottinger provided the Board with an updated table outlining changes in medical insurance costs for January –June 2021. The original table provided in the packet was incorrect. The updated table reflects that cost to employees will only increase by about \$3.00 per month.

Ms. Pottinger also reported that the SAO audit has concluded and an exit interview is scheduled for November 3rd at 2:00 p.m. Ms. Pottinger invited the commissioners to attend. The commissioners agreed that they would like to be present. Commissioner Hale motioned to set a special meeting for November 3 at 2:00 p.m. to participate in the audit exit interview. The special meeting will take place virtually and an invitation will be sent to the commissioners from the SAO. This will be an open public meeting and members of the public will be provided a call in number. The regular meeting will begin as scheduled at 3:00 p.m. on November 3rd.

Ms. Pottinger informed the commissioners that there is an open position for a special purpose district representative on the VEBA Board of Trustees. No commissioners expressed an interest in the position at this time. Ms. Pottinger also reported on her attendance at the King County finance reporting meeting where use of the CARES Act funding was discussed. Lastly, Ms. Pottinger reported that the District has an opportunity to refinance the 2011 bond. Current interest rates are very low. Ms. Pottinger recommended the District plan to refinance in May of 2021. Anticipated savings could be as much as \$50,000. The board agreed and Ms. Pottinger indicated she would place bond refinancing on the agenda in April of 2021.

COMMISSIONER REPORTS

Commissioner Hale reported on her attendance at the WASWD Section IV meeting and the Shoreline Chamber of Commerce meeting. She also reported that she has completed additional webinars from the AWWA virtual summit.

Commissioner Haines also reported on her attendance at the WASWD Section IV meeting and the Shoreline Chamber of Commerce meeting.

Commissioner Ricker had no report at this time.

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 4:30 p.m.

The special meeting will be Tuesday, November 3, 2020 at 2:00 p.m.
The next regular meeting will be Tuesday, November 3, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines