



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 3, 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. Customer Oxana Pickeral was present on the call to discuss high water use at her property (agenda item 7a.)

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

District Manager Diane Pottinger suggested moving agenda item 7a. next on the agenda so Ms. Pickeral to speak to her situation first. Commissioner Haines moved to approve the agenda as amended. Commissioner Hale seconded the motion. The motion passed unanimously.

NEW BUSINESS

7a. Leak Adjustment for property at 16010 36th Avenue NE, Lake Forest Park
Customer Oxana Pickeral explained that she moved in to her house in June of 2019. She was notified by North City Water District she had a leak in January of 2020. Ms. Pickeral submitted a Claim for Water Reduction Charges form on October 15, 2020. The Board reviewed her records and had a few additional questions for staff to research. Staff will provide the additional information and the Board will make a decision on this request at the next Board meeting. Ms. Pickeral thanked the Board for their consideration and left the call.

APPROVAL OF MINUTES

Commissioner Hale identified a typographical error under the commissioners report section of the October 20th minutes. Executive Assistant Theresa Harrington made the requested change. Commissioner Haines moved to approve the October 20 regular meeting minutes as corrected. Commissioner Hale seconded the motion. The motion passed unanimously.

Commissioner Hale requested that moving forward, the commissioners' titles be listed with their names at the top of each minutes.

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 Hale moved to approve vouchers numbers 6026-6042 and 117125-117161 \$427,475.62 from the maintenance fund and voucher numbers 568-570 in the amount of \$689.95 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

6a. Resolution 2020.11.35 Updating Title 2 of the NCWD Code

District Manager Diane Pottinger presented the Board with a resolution to update Title 2 of the NCWD Code which incorporated the changes discussed at the October 20th meeting. The Board reviewed the resolution and attachment. The Board directed staff to make additional changes to the resolution and attachment and bring it to the November 17th meeting for final approval.

NEW BUSINESS

7b. District Code Review Titles 4 & 5 of the North City Water District Code

District Manger Diane Pottinger presented the Board two related sections of the code for review and discussion. Title 4 covers construction and Title 5 covers development. The Board reviewed and discussed these sections. Staff proposed a couple changes that they will be bringing to the Board at the following meeting. A draft of these sections with different proposed options will be discussed at the November 17 Board meeting.

MANAGER REPORTS

a. Finance Manager

There was no report at this time.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported on pre-construction meetings for potential developments at NE 145th Street and 5th Avenue NE, 30th Ave NE and Lake Forest Park Drive, and NE 180th St and 7th Ave NE. Mr. Clouse also updated the Board on the new maintenance facility. City of Shoreline planning staff indicated they will begin reviewing the mechanical permit on November 9th. Once the permit is granted the District can obtain a certificate of occupancy.

c. District Manager

District Manager Diane Pottinger reported on the recent results of the City of Shoreline citizens' satisfaction survey. A total 90% of the city residents get their information about City issues, services and events from the City of Shoreline's printed newsletter "Currents". Rather than do a separate survey for the Water District, staff have continued to use that same type of communication with the District customers. Ms. Pottinger also informed the Board that she is updating the 2020-2022 budget since there have been changes since it was adopted. She and Mr. Clouse are working together to identify which capital projects should be completed next year in advance of Mr. Clouse's retirement. The budget will be discussed at an upcoming Board meeting.

At the last meeting, the Board discussed possible ways the District could modify the annual tree lighting event in light of COVID-19 restrictions. Ms. Pottinger recommended an article in the newsletter to let the community know that Santa will be lighting the tree remotely from the North Pole this year. Further, while no community event is possible, customers will be encouraged to make a contribution to the North City Business District food drive at Les Schwab. Ms. Pottinger informed the Board that the fourth quarter newsletter is being drafted and will be presented for Board review at an upcoming meeting. Finally, Ms. Pottinger asked that her annual performance review be moved to January in light of the heavy end of year work load. The Board agreed and will schedule the review in January 2021.

COMMISSIONER REPORTS

Commissioner Ricker reported on the first meeting of the new WASWD Board.

Commissioner Hale attended the WASWD Board meeting as well. She also reported on the Ridgecrest Neighborhoods Halloween parade created as a socially distant Halloween event for the neighborhood. It was a tremendous success and may be an annual event. This could be a potential outreach opportunity once COVID restrictions have lifted.

Commissioner Haines had no report at this time.

LEGAL REPORT

No report at this time.

Commissioner Ricker concluded the meeting at 4:26 p.m.

The next regular meeting will be Tuesday, November 17, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines