



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 17, 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 20-28.13. District Manager 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
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 the public were in attendance.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Commissioner Hale moved to approve the agenda as presented. Commissioner Ricker seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Hale moved to approve the November 3 special meeting minutes. Commissioner Haines seconded the motion. The motion passed unanimously.

Commissioner Haines identified a typographical error under the New Business, item 7a of the October November 3rd minutes. District Manager Diane Pottinger made the requested change. Commissioner Hale moved to approve the November 3 regular meeting minutes as corrected. 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 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 6043-6060~~6~~ and 117162-117196 \$175,568.18 from the maintenance fund and voucher numbers 570~~1~~-574 in the amount of \$4,951.57 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Hale seconded the motion. The motion passed unanimously.

OLD BUSINESS

7a. Leak Adjustment for property at 16010 36th Ave NE, Lake Forest Park

District Manager Diane Pottinger followed up the discussion from the previous Board meeting. Since then, an additional billing cycle occurred and there were now three billing cycles that occurred since the leak was repaired. She presented the Board with a proposal to settle the leak adjustment request. After discussion, the Board concurred. Commissioner Hale requested that the District Manager be responsible for addressing leak adjustments outside of the Board meetings. After the Board discussed this, they agreed that Ms. Pottinger had the authority to do so going forward.

7b. 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 and November 3rd Board meetings. Prior to the Board meeting, Commissioner Haines

identified a typographical error that had been corrected. After discussion, Commissioner Haines made a motion to approve the corrected Resolution. The motion was seconded by Commissioner Hale then passed unanimously.

7c. Results of the Janitorial Contract Bid.

Operations Manager Denny Clouse discussed the results of the recent janitorial bid. Because the contract was for up to three years, staff wanted to award the contract to the company with the lowest bid for two days a week of cleaning. As identified in the bid, the original contract would be for cleaning one day per week but extend to two days per week when the building is again opened to the public. After discussions, the Board agreed and asked to consider the new contract at the next Board meeting for approval.

NEW BUSINESS

8a. Operating Budget Review

Ms. Pottinger presented the proposed 2021-2023 Budget in three parts: (1) operating costs, (2) vehicle replacement account and capital budget, (3) operating revenues, rates and forecast were discussed in detail and the Commissioners asked questions. The budget was being updated because of several items: impacts of COVID on the District, SPU wholesale rate is considerably less than it could have been and proposal for the CIP has been revised from the prior year to take into account the experience of the existing Operations Manager prior to his retirement. The bottom line of the presentation is that the District can freeze the rates in 2021 without impacting future rates or levels of service. Ms. Pottinger agreed to bring back a resolution for consideration at the next Board meeting to adopt the proposed budget which included a 1.6% COLA increase for staff.

8b. NCWD 4th Quarter Newsletter

Copies of the newsletter were included in the Board packet for review. Input was taken prior to the meeting and changes were made to the newsletter. Additional comments were provided to Ms. Pottinger. She will work with the consultant and get the newsletter updated and to the printer on Wednesday to make sure the newsletter will be put in the mail prior to the Thanksgiving holidays.

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 meeting for the old Laughing Ladies building on 15th Ave NE. It will be a future restaurant for the entire floor. The new maintenance facility was still waiting to get a mechanical permit before the project could be accepted. The project team was working on the review comments.

c. District Manager

District Manager Diane Pottinger reported that the King County Regional Hazard Mitigation Plan had been approved by FEMA. The District provided an annex to the plan and because the plan is approved, eligible for future emergency funding if necessary. She shared that King County would be doing a LIDAR aerial survey this coming year and the District would be participating in it for approximately up to \$2000. Ms. Pottinger asked the Board if they wanted to still be a part of the Chamber of Commerce phone directory. The Board agreed. She shared a recent email from the City of Mountlake Terrace regarding the emergency interties between the two water utilities. Mr. Clouse had been onsite earlier that day and discussed the proposed meter changes and new telemetry that we would be installing at the interties in 2021. He also mentioned that the plat sheets were not updated to reflect the existing system. Ms. Pottinger talked about different possible meeting dates with the Shoreline Fire Department. The Board thought the January 12 and 26 would be good options to offer. Ms. Pottinger also shared that the December Operating Board meeting will be changed to December 17 instead of December 3 as it will be the kick off meeting by SPU to begin contract opening discussions. She also discussed how the Board might want to do the year end staff meeting this year. It will be handled by a Zoom meeting and Commissioner Ricker will attend. The Board also agreed that a \$50 gift card to Safeway would be an appropriate gesture to thank staff in lieu of the District's traditional annual dinner.

COMMISSIONER REPORTS

Commissioner Hale reported on the November Chamber of Commerce meeting and the WASWD Section IV meeting.

Commissioner Haines discussed the new facilities that WASWD would be having and a new part time employee as well as Senator Takko's recent receipt of a lifetime membership to WASWD.

Commissioner Ricker reported that the regularly scheduled January WASWD Commissioner Workshop may not occur this year.

LEGAL REPORT

District Attorney Joe Bennet reported on the Governor's recent extension of Proclamation 20-28 through December 9. He reported that other agencies expect that the prohibition of in-person public meetings will be extended through the first quarter of 2021.

Commissioner Ricker concluded the meeting at 5:05 p.m.

The next regular meeting will be Tuesday, December 1, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines