



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 1, 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. 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 the public were present.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

APPROVAL OF MINUTES

Commissioner Hale and Commissioner Haines identified a few typographical errors in the minutes as presented. District Manager Diane Pottinger made the requested changes. Commissioner Haines moved to approve the November 17 regular meeting minutes as corrected. 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 Wednesday 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 6067-6083 and 117198-117241 \$140,606.17 from the maintenance fund and voucher numbers 575-577 in the amount of \$24,369.34 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

a. Resolution 2020.12.36 Approval of Janitorial Services Contract with SBS

Operation Manager Denny Clouse presented the Board with a resolution to approve the contract for janitorial services. Staff sent out a Notice to Bidders for professional services which was posted in the October 23 and October 28 *Daily Journal of Commerce*. Three companies attended the required site visit. After careful review of the bids and references, District recommended awarding the contract to Stratus Building Solutions. The Board reviewed the resolution. Commissioner Haines identified a typographical error in the resolution. After discussion, Commissioner Haines made a motion to approve the corrected resolution. The motion was seconded by Commissioner Hale then passed unanimously.

b. Resolution 2020.12.37 Adopting the District 2021-2023 Operating Budget, 2021 Wage Matrix and the 2021-2032 CIP

District Manager Diane Pottinger presented to the Board the updated 2021-2023 operating budget, 2021 Wage Matrix and the 2021-2032 CIP. The finalized budget was based on the budget review presentation and discussion from the November 17th Board meeting. The commissioners reviewed

and discussed the budget. After discussion, Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale then passed unanimously.

NEW BUSINESS

a. Resolution 2020.12.38 Acknowledging the Completion of WSEA for Arabella Apartments (Arabella II) and Accepting the Bill of Sales.

Staff presented the Board with a resolution to accept the completion of WSEA for the Arabella Apartments and accept the bill of sale. District Manager Diane Pottinger reported the District has received the final as-builts as well as the final bill of sale. The commissioners reviewed and discussed the resolution. After discussion, Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale then passed unanimously.

b. Resolution 2020.12.39 Acknowledging the Completion of the WSEA for Shoreline Development Company LLC (Shoreline Post office -243 Units) and Accepting the Bill of Sale

Staff presented the Board with a resolution to accept the completion of WSEA for the Shoreline Development Company LLC project and to accept the bill of sale. District Manager Diane Pottinger reported the District has received the final as-builts as well as the final bill of sale. The Commissioners reviewed and discussed the resolution. After discussion, Commissioner Hale made a motion to approve the resolution. The motion was seconded by Commissioner Haines then passed unanimously.

c. Resolution 2020.12.40 Amendment No 3 of the Contract with Hendricks-Bennett PLLC

District Manager Diane Pottinger presented a resolution to approve an amendment to the contract with Hendricks-Bennett PLLC for the provision of legal services to the District. She pointed out that a date for amendment no. 2 had been omitted on the draft resolution. It should have been January 2, 2019. The Commissioners reviewed and discussed the resolution. After discussion, Commissioner Haines made a motion to approve the resolution. The motion was seconded by Commissioner Hale then passed unanimously.

d. Water System Plan Summary Document for the Website

District Manager Diane Pottinger presented a graphic based summary of the Water System Planning process, which can be used as a print handout and posted on the website. The Board reviewed the document and provided a few edits and suggestions. Ms. Pottinger will incorporate the Board's suggestions and bring a final copy for approval to the December 15th Board meeting.

e. Resolution 2020.12.41 Adopting Titles 4 and 5 of the District Code

District Manager Diane Pottinger provided the Board with proposed changes and updates to Title 4 and 5 of the District Code. Ms. Pottinger reviewed the proposed changes with the Board. The commissioners discussed the changes and provided input. Ms. Pottinger will incorporate the recommendations of the Board and bring back a final version and resolution for approval to the December 15th meeting.

f. Resolution 2020.12.42 Amending and Superseding Appendix 3A of the North City Water District Code

Each December, the Board approves and affirms Appendix 3A of the District Code to reflect the most current rates and charges for the District. District Manager Diane Pottinger presented a draft of Appendix A and reviewed with the Board the items that had changed or been updated. Ms. Pottinger asked the Board to review the updated appendix and get back to her with any changes. Ms. Pottinger will bring back the final document for approval at the December 15th meeting.

MANAGER REPORTS

a. Finance Manager

There was no report at this time.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that an indoor climbing gym project has installed the required fire service and the project is progressing toward completion. Mr. Clouse also reported on the Sound Transit project. The tie-in at 195th is nearly complete and work will soon begin on the main to be installed under 5th Avenue NE. After that, all that will be left are the connection charges and setting the meters. Mr. Clouse also reported that the District is still waiting for the mechanical permit on the new maintenance facility. There are a few final issues being resolved with the hot water and the compressor, but these items

should be fixed soon. Lastly, Mr. Clouse reported that the District continues to receive inquiries regarding new developments and he will be working on several new WSEA's.

c. District Manager

District Manager Diane Pottinger reported that she is working with the Shoreline Fire Department to set the date for annual joint special meeting. Possible dates are January 12, 14, 26 or 28. The commissioners preferred January 14 or 28. Ms. Pottinger will finalize the meeting date with SFD. Ms. Pottinger also informed the Board that the December 16th staff meeting will serve as an opportunity to review the year's accomplishments and acknowledge staff who have reached significant employment anniversaries. Commissioner Ricker was invited to attend to address staff. Ms. Pottinger also reported she will be completing the District Code updates. Lastly, Ms. Pottinger shared a rate payer communication complimenting the District's recent newsletter.

COMMISSIONER REPORTS

Commissioner Hale reported on her attendance at Shoreline Rotary

Commissioner Haines had no report at this time.

Commissioner Ricker reported that WASWD is working on the virtual commissioner's workshop which will be held in late January 2021.

LEGAL REPORT

Commissioner Ricker asked how an executive session would be handled remotely. District Attorney Joe Bennet indicated that a separate call in number would be needed to conduct an executive session.

Commissioner Ricker concluded the meeting at 4:53 p.m.

The next regular meeting will be Tuesday, December 15, 2020 at 3:00 p.m. via telephone conference call.

Ronald Ricker

Patricia M. Hale

Charlotte Haines