



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 17, 2022

The meeting was called to order in at 3:00 p.m. by Board President Patricia Hale. Except as noted, all persons attended in person.

Commissioners Participating

Commissioner Patricia Hale, President
Commissioner Ron Ricker, Vice President
Commissioner Charlotte Haines, Secretary

Staff and Consultants Participating

Diane Pottinger, District Manager (via phone)
Max Woody, Director Operations & Engineering
Barbara Shosten, Director of Finance
Joe Bennett, District Attorney

PUBLIC COMMENT

Members of the public were welcome to participate in person or via 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 Haines moved to approve the agenda and Commissioner Ricker seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes for the May 3, 2022, regular meeting and Commissioner Ricker seconded the motion. The motion passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6654-6667 and 118659-118701 in the amount of \$169,520.92 from the maintenance fund. Commissioner Hale seconded the motion. The motion passed unanimously.

OLD BUSINESS

a. Resolution 2022.05.19, Rescinding Final Portion of COVID Emergency Resolution (2020.03.15).

Ms. Pottinger identified a correction. The final provisions of the original emergency resolution would be repealed effective June 1, 2022. This is consistent with the Governor's proclamation on full reopening. The District will continue to follow King County Health guidance for employees who test positive or are exposed to another person who tested positive. Commissioners asked questions. Commissioner Haines asked when the normal seating arrangement at Board meetings will resume. Commissioner Hale suggested that the Board and staff consider the best option at the June 7 meeting.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the the resolution was unanimously adopted.

NEW BUSINESS

a. Customer Communication.

Ms. Shosten shared a customer email that complimented Ms. Perez and Mr. Brown for excellent customer service. Commissioners were uniformly pleased that these two employees performed so well that a customer was moved to write about it.

b. WASWD Draft Legislative Agenda.

Ms. Pottinger gave a summary of WASWD's legislative priorities. Commissioners had an extended discussion. Ms. Pottinger will share the Board's perspective with WASWD.

c. Resolution 2022.05.20, Amending Section 4.16 of Personnel Manual.

Ms. Pottinger shared her proposal for employee service of awards and retirement recognition,

effective May 1. Commissioner Hale suggested that commissioners be invited to attend the staff meetings when service awards or retirement recognitions are presented.

ACTION: Upon motion by Commissioner Haines and second by Commissioner Ricker, the the resolution was unanimously adopted.

d. Resolution 2022.06.21, Updating Sections 1, 2, 5 and 6 of Personnel Manual - Discussion.

Ms. Pottinger shared the draft and her hope that the Board could set this for approval at the June 7 Board meeting. One of the changes is including Juneteenth as a floating holiday.

Commissioners asked questions and suggested some additional changes. Ms. Pottinger will prepare a redline version for the Board's consideration at a future meeting.

MANAGER REPORTS

a. Finance Manager

Ms. Shosten reported that 96 customers were sent applications for the low-income discounted rate. The 120 days aging accounts receivables are down by over half of the level at 12/31/21 due to the return of late fees and shut off notices. Ms. Shosten explained she was continuing to review the work allocation among finance staff. She hopes to advertise for two unfilled positions in June.

b. Project Status Report

Mr. Woody provided an update. Highlights included:

- Base station with Flexnet antenna: The equipment arrived last week for the second base station at the 2.0 MG reservoir with installation likely in July due to the contractor's schedule. Staff are being trained to use the automatic meter reading system and will start in June reading the meters that are currently communicating with the base station at the 3.7 MG reservoir.
- 25th Ave NE Water Main replacement (CIP 2021-02): Contractor is making good progress with about 50% of the line has been laid. Commissioner Ricker asked if staff would conduct a failure analysis for the original pipe that leaked, whether it was due to pipe condition or soils. Mr. Woody liked the suggestion.
- Maintenance facility Phase III Construction Contract (CIP 2012.09): Project is underway. The building permit took a little longer than expected.
- 2.0 MG Reservoir Improvements (CIP 2021.01). Humidity issues within the reservoir have slowed progress. There will be a change order to add the equipment to do water quality samples at various depths in the reservoir.

c. Operations Report

Mr. Woody reported as follows:

- New employee started this week. He will be introduced to the Board at the June 7 meeting.
- He and the District Manager met with SPU re Booster Station No. 2. SPU suggested that they could likely reuse the existing tap since the proposed new tap is so close to the existing tap (District had purchased the property immediately adjacent to the existing below grade station). To confirm this is the best option, SPU requested the District do some boring samples near the existing main. This can be done as part of a pre-design engineering work. Staff is considering doing this part of the project in the near future and will likely go out for a Request for Qualification
- He will go out for RFQ for Bothell Way Crossing project. Requirements will include experience working with WSDOT and boring projects.

d. District Manager

District Manager Pottinger updated the Board as follows:

- Consumer confidence report is expected to be completed this week.
- June 1 Shoreline State of the City breakfast: commissioners are welcome to attend.
- Celebrate Shoreline will be August 20.
- LFP Farmers Market: looking at a Sunday in September.

COMMISSIONER REPORTS

- Commissioner Ricker: no report.
- Commissioner Hale: Section IV June meeting will be on Monday, June 27. Shoreline City Manager will retire effective November 2. At Fircrest meeting yesterday hosted by

Representative Ryu, the Shoreline Mayor stated that City will not aggressively seek first floor retail as affordable housing is the priority. She attended the Cedar River watershed tour as part of the May Operating Board meeting and was very impressed.

- Commissioner Haines: no report.

LEGAL REPORT

None.

Commissioner Hale concluded the meeting at 4:54 p.m.

The next regular meeting of the Board will be on June 7, 2022, at 3:00 p.m. at the District's Office with an option to participate by telephone.

Commissioner Patricia M. Hale

Commissioner Ron Ricker

Commissioner Charlotte Haines