



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 18, 2022

The meeting was called to order at 3:00 p.m. by Board President Patricia Hale. All persons attended in person, except for any who joined by telephone as noted (*).

Commissioners

Commissioner Patricia Hale, President
Commissioner Ron Ricker, Vice President
(arrived at 3:15p.m.)
Commissioner Charlotte Haines, Secretary

Staff and Consultants

Diane Pottinger, District Manager
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. There were no members of the public present in person or by phone.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Mr. Woody requested deferring Item 6.A., approval of a WSEA, which will be moved to the November 1 meeting. Upon motion by Commissioner Hale and second by Commissioner Haines, the Board voted unanimously to approve the agenda as amended.

APPROVAL OF MINUTES

Commissioner Haines previously requested a correction, which Ms. Pottinger made. Commissioner Hale requested another correction. Commissioner Haines made a motion to approve the corrected minutes for the October 4, 2022, regular meeting and Commissioner Hale seconded the motion, which passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve voucher numbers 6791-6804 and 119086-119123 in the amount of \$503,671.98 from the maintenance fund and voucher numbers 741-742 in the amount of \$15,742.21 from the capital fund. Commissioner Hale seconded the motion. Ms. Pottinger answered a question about a particular invoice. The motion passed unanimously.

OLD BUSINESS

- a. **Deferred.**
- b. **Resolution 2022.10.38, approving RH2 Engineering, Inc.** The contract is for design, permit and as-built services for the water main installation along the eastern portion of the City's non-motorized bridge project (CIP 2022.04). *ACTION:* Upon motion by Commissioner Ricker and second by Commissioner Haines, the Board unanimously adopted the resolution.
- c. **Resolution 2022.10.39, approving completion of WSEA with Arcadia Homes, LLC and accepting bill of sale and easement.** Mr. Woody provided some background. *ACTION:* Upon motion by Commissioner Haines and second by Commissioner Ricker, the Board unanimously adopted the resolution.
- d. **SPU Purveyors Contract Negotiation: Status.** Ms. Pottinger reported on the most recent contract discussions. Shane Young, District Manager for King County Water District No. 125 who has offered to manage the payments to the consultants for these contract negotiations, has indicated that we will need to collect an additional \$5,000 contribution from all the utilities participating in the negotiations. She will discuss with the other purveyor managers at next week's meeting and will bring a voucher for the NCWD Board's to consider at a future meeting.

NEW BUSINESS

None.

MANAGER REPORTS

a. **Finance Manager.** Ms. Shosten explained the differences between proprietary funds and funds that are paid for out of taxes. Water utilities are need based and funded by the revenues of the utility, regardless as to whether or not the utility is a special purpose district or part of a city. She is working on preparing the 2023 annual budget which will be presented later this year.

b. **Project Status and Operations Reports**

Mr. Woody provided an update. Highlights included:

- **CIP 2021-04 Beach Drive Creek Crossing:** He reported on recent discussions with the City of Lake Forest Park, which prefers boring under McAleer Creek as opposed to installing a water main above ground either connected to or adjacent to the McAleer Creek bridge on Beach Drive. Given that the creek is a salmon-bearing creek, the project will take a significant amount of extra work.
- He reported that Harold working on the mxu upgrades to the meters is doing an excellent job . We expect him to work additionally throughout the remainder of 2022 to help us complete the project in 2023.

c. **District Manager**

District Manager Pottinger updated the Board as follows:

- She expects that the District received its annual report from the Washington State Department of Labor and Industries for the past year. The District had no claims and if the rest of the pool is like us and last year, then we should expect a refund mid year next year.
- Annual employee staff meeting will be December 16.
- She asked if any commissioner was interested in serving on the WASWD Retrospective Rating Committee. Commissioner Ricker expressed interest.
- She submitted the District comments to Sound Transit on the most recent draft relocation agreement for the NE 145th St/SR 522 BRT project.
- The District had received an update from SPU that there were fires near SPU's Tolt River watershed, but they did not impact the watershed as of today.
- She will discuss updates to the personnel manual at upcoming staff meetings. The final changes will be on a Board meeting agenda in November or December.
- She proposed beginning the process of her annual review in November.

COMMISSIONER REPORTS

- **Commissioner Hale** had contact with the District's former Operations Manager. She also asked about the District's plan to re-open the building to the public, given that the Governor's remaining COVID emergency declarations expire October 31. Ms. Pottinger stated that the transition to re-opening the building will take some staff time, particularly access to the Board conference room. She expects the lobby and front counter will be open November 1 but using of the Board room afterhours has changed since COVID has occurred and in light the District is still down an additional employee. There was a discussion and a consensus to discuss this topic at a future meeting.
- **Commissioner Ricker** attended the Lake Ballinger-McAleer Creek Watershed Forum this afternoon.
- **Commissioner Haines:** Will attend the North City Business Association meeting tomorrow evening to discuss the annual tree lighting ceremony and next summer's jazz walk.

LEGAL REPORT

Mr. Bennett reported he will be presenting on the L&I - Westwater prevailing wage dispute, and the DOE's Puget Sound Nutrient General Permit at the Water & Sewer Risk Management Pool's semiannual meeting on Thursday. Commissioners and staff are welcome to join the Zoom meeting.

Commissioner Hale concluded the meeting at 4:38 p.m.

The next regular meeting of the Board will be on Tuesday, November 1, 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