



## **MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

January 3, 2023

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

### **Commissioners Present**

Commissioner Patty Hale, President  
Commissioner Ronald Ricker, Vice President  
Commissioner Charlotte Haines, Secretary

### **Staff and Consultants**

Diane Pottinger, District Manager  
Barbara Shosten, Director of Finance  
Max Woody, Director Operations & Engineering  
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.

### **ELECTION OF OFFICERS**

Commissioner Ricker moved the following slate of officers: President – Ron Ricker, Vice President – Patty Hale, and Secretary – Charlotte Haines. Commissioner Hale seconded and the motion passed unanimously. Commissioner Ricker presided over the remainder of the meeting.

### **APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Upon motion by Commissioner Haines and second by Commissioner Hale, the Board voted unanimously to approve the agenda as amended.

### **APPROVAL OF MINUTES**

Commissioner Haines moved to approve the December 16 minutes as presented and the December 20 minutes as corrected. Commissioner Hale seconded and the motion passed unanimously.

### **APPROVAL OF VOUCHERS**

Commissioner Haines moved to approve voucher numbers 6872-6888 and 119283-119316 in the amount of \$252,732.51 from the maintenance fund and voucher numbers 762-766 in the amount of \$58,005.12 from the capital fund. Commissioner Hale seconded the motion. Commissioner Hale asked a question about a particular invoice. The motion passed unanimously.

### **OLD BUSINESS**

None.

## **NEW BUSINESS**

- a. **Conflicts of Interest - Commissioners.** Commissioners reviewed and signed the annual conflict of interest disclosure form.
- b. **Resolution 2023.01.0-1, Approving amendment to contract with SecurComputing LLC for IT services.** Ms. Pottinger answered questions. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.
- c. **Resolution 2023.01.03, Approving contract with Washington Alarm, Inc. (CIP 2023-01).** Mr. Woody explained the RFP process. Five companies attended the mandatory walkthrough and three firms proposed. The committee reviewed the proposals and recommends awarding the contract to Washington Alarm, Inc. *ACTION:* Upon motion by Commissioner Hale and second by Commissioner Haines, the Board unanimously adopted the resolution.

## **MANAGER REPORTS**

### a. **Director of Finance Report**

Ms. Shosten reported that the testing portion of the SAO audit is done. She discussed the benefits of working remotely and it is a key feature in our new security system to allow for that.

### b. **Director of Operations/Project Status Report**

Mr. Woody provided an update. Highlights included:

- The District experienced 10 water main breaks in the last three months. He theorized that cold, wet weather and soils may have impacted the mains. The crew has been busy including after-hours work on December 24 and 25.
- He shared a customer thank you email for promptly responding to and fixing a main break near their house on December 24. Toby Bigger was the employee who did the after-hours work.

### c. **District Manager**

District Manager Pottinger updated the Board as follows:

- The joint meeting with Shoreline Fire Department will be at North City Water District's Board room on February 9 at 5:00 p.m. She asked commissioners to share any requested agenda items.
- Department of Ecology confirmed that NCWD still has municipal water rights for Lake Washington. There was a general discussion about water rights.
- There is no SPU meeting this month. The purveyors submitted questions and comments to SPU in December regarding the wholesale contract and are waiting for a response from SPU.

## **LEGAL REPORT**

Mr. Bennett reported that starting with this meeting, minutes will be on 8.5 x 11" paper.

## **COMMISSIONER REPORTS**

- Commissioner Hale appreciated the year-end staff meeting and how well staff gets along.

She asked questions about WASWD and water shutoffs. There was a discussion about the trends in delinquent accounts and shutoffs. Ms. Shosten stated that since the frequency of water shutoffs is nearly back to pre-COVID normal.

Commissioner Ricker concluded the meeting at 4:21 p.m.

The next regular meeting of the Board will be on Tuesday, January 17, 2023, at 3:00 p.m.

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Commissioner Ron Ricker

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Commissioner Patty Hale

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Commissioner Charlotte Haines