



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

January 2, 2018

The meeting was called to order at 3:00 pm.

North City Water District Board Room

### **Commissioners Present**

Commissioner Ron Ricker

Commissioner Larry Schoonmaker (Via Phone)

Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager

Theresa Harrington, Executive Assistant

### **PUBLIC COMMENT**

No members of the public were present.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the December 19 regular meeting and Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Haines made a motion to approve vouchers number 4858-4874 and 114264-114301 in the amount \$85,706.45 from the maintenance fund and voucher 302, in the amount of \$433.95 from the capital fund. Commissioner Schoonmaker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. 2018.01.01 Setting the Board of Commissioners Meeting Dates and Times for 2018**

District Manager Diane Pottinger presented the Board with a resolution to adopt the regular meeting dates and times for 2018. All meetings will be held on the first and third Tuesday of each month with two exceptions. In the first week of April, the regular meeting will be Monday, April 2<sup>nd</sup>. In the third week of September, the meeting will be Monday, September 17<sup>th</sup>. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved by the Board. The Board signed the resolution.

#### **b. Board Room Use Report for 2017**

Executive Assistant Theresa Harrington presented the Board with a memo summarizing and comparing the use of the District's Board Room by community non-profit and government organizations over the past two years. In 2017, room use increased almost 30%. Ms. Harrington reported that the community groups continue to express their gratitude for being able to use the space free of charge. Administration of the program is going well and requiring less staff time.

### **MANAGER REPORTS**

Ms. Pottinger reported that she and Ms. Harrington met with the District's communications consultant Releana Sindelar last week to plan the District's newsletters for 2018. Ms. Pottinger also reported that staff is engaged in end of the year administrative activities such as inventory.

On behalf of the Operations Manager, Ms. Pottinger informed the Board that the North City Pump Station project has not yet been marked as finalized on the City of Shoreline website. District Operations Manager Denny Clouse will continue to follow up until that process is completed. She also informed the Board that there will be a telecommunications and power meeting at the site of the new maintenance facility on January 9<sup>th</sup> with appropriate companies and Wagner Architects to plan for the new facility. Additionally, Ms. Pottinger reported that Field Inspector Toby Bigger is working to finalize several WSEA's that will be brought to the Board in the near future.

Lastly, Ms. Pottinger informed the Board that changes will need to be made to the District's personnel manual in light of a new state law regarding the provision of paid employee sick leave. Ms. Pottinger is conducting a review of leave policies of other Districts and will come to the Board with recommendations at the next Board Meeting.

**COMMISSIONER REPORTS**

Commissioner Haines had no report at this time

Commissioner Schoonmaker had no report at this time.

Commissioner Ricker reported that he will be attending a meeting of the 46<sup>th</sup> District Representatives at the City of Lake Forest Park this evening.

**ADJOURNMENT**

The meeting concluded at 3:21 pm.

The next regular Board meeting is January 16, 2018 at 3:00 pm at North City Water District. There will also be a Special Joint Meeting with Shoreline Fire Department on January 18, 2018 at 4:00pm at the Shoreline Fire Department.

---

Ronald Ricker

---

Larry Schoonmaker

---

Charlotte Haines