



January 16, 2018

## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

North City Water District Board Room

### EXECUTIVE SESSION

The Board began the meeting in Executive Session at 2:00 pm with Mr. Bennett to conduct the District Manager Performance Review under RCW 42.30.110 sections 1(g). The session concluded at 3:00pm and the general meeting followed.

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

### Commissioners Present

Commissioner Ron Ricker  
Commissioner Larry Schoonmaker  
Commissioner Charlotte Haines

### Staff Present

Diane Pottinger, District Manager  
Denny Clouse, Operations Manager  
Amalia Mostrales, Assistant Finance Manager  
Theresa Harrington, Executive Assistant  
Joe Bennett, District Attorney

### PUBLIC COMMENT

North City Water District customer Mark Acheson was in attendance. He came to discuss high water usage at his property reflected on his October billing. Staff will work with Mr. Acheson to investigate the issue. District customer Virginia King was also in attendance.

### APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the minutes from the January 2 regular meeting and Commissioner Haines seconded the motion. The motion passed and the commissioners signed the meeting minutes.

### APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4875-4890 and 114302-114346 in the amount \$352,763.51 from the maintenance fund and voucher 303-306, in the amount of \$16,687.01 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### OLD/NEW BUSINESS

#### **a. Election of Officers**

Commissioner Haines nominated Commissioner Schoonmaker for Board President, which was seconded by Commissioner Ricker, and approved unanimously by the Board.

Commissioner Ricker nominated Commissioner Haines for Board Vice President, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board.

Commissioner Haines nominated Commissioner Ricker for Board Secretary, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board.

#### **b. 2018.01.02 Resolution Amending the Travel Account Balance**

District Manager Diane Pottinger presented the Board with a resolution to change the travel account balance from \$10,000 to \$15,000. The bank has initiated a minimum balance fee and this balance increase will allow the District to avoid the bank charge. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. The Board and District Attorney signed the resolution.

**c. 2018.01.03 Resolution Amending the Imprest Account Balance**

District Manager Diane Pottinger presented the Board with a resolution to change the imprest account balance from \$10,000 to \$15,000. The bank has initiated a minimum balance fee and this balance increase will allow the District to avoid the bank charge. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. The Board and District Attorney signed the resolution.

**d. 2018.01.04 Approving the WSEA with Shoreline Development Company**

Operations Manager Denny Clouse presented the Board with a resolution to accept the WSEA with Shoreline Development Company to develop the former post office property. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. The Board and District Attorney signed the resolution.

**e. Fix-a-Leak Program for 2018**

Executive Assistant Theresa Harrington presented the Board with a memo summarizing plans for the Fix-a-Leak program with Shoreline and Lake Forest Park schools. She reported that overall numbers of participating classrooms were down a bit in 2017, but the percentage of students returning forms increased. Ms. Harrington proposed a slight change in the prize structure for the program. In the past, the District has awarded 5 prize levels, \$500 in school supplies, \$300 in school supplies, \$100 in school supplies and two pizza parties. Shoreline School District has changed its nutrition policy and pizza parties are no longer an option. Ms. Harrington suggested the District offer 5 prizes of \$200 in schools supplies and that the drawing be held in April to ensure there is time to deliver prizes before the end of the school year. The Board agreed with the proposal and Ms. Harrington indicated she would report back on participation number in April.

**f. Water System Plan Policy Review**

Ms. Pottinger reported that she and Operations Manager Denny Clouse attended a meeting with CHS and the Department of Health last Thursday to discuss the Comprehensive Plan. It was a very productive meeting. Staff and CHS are moving forward with the draft. Ms. Pottinger reviewed with the Board some areas of proposed policy change in the new plan.

- The Board agrees the existing contract with Fircrest is outdated and agrees the District should attempt to renegotiate a more accurate agreement.
- During the last connection charge study, the Board changed the method it calculates Connection Charges. Instead of the policy “growth pays for growth”, it should more accurately state that “growth pays for growth, just not exclusively”
- The fire flow and duration requirements are unchanged since 2008 for each of the different land use categories.
- Washington State Department of Transportation has jurisdiction for permitting in the state highways in unincorporated King County. The City of Shoreline has issued Right-of-Way permits in roadways that are in unincorporated King County but not the City of Shoreline. The District Manager should coordinate with King County to determine who should be issuing permits.

**g. Sick-Leave Policy Review**

Ms. Pottinger informed the Board that the new sick-leave laws in Washington State will require a review and potential rewrite of the North City Water District sick leave policy. Commissioner Ricker suggested the Board schedule a study session to explore the topic. Commissioner Haines made a motion that a special meeting for the purpose of a study session on sick leave policy be held on January 23, 2018 at 3:00PM at the District offices. Commissioner Ricker seconded the motion and the motion passed unanimously.

**MANAGER REPORT**

Finance Manager Barb Shosten will be retiring later this year. Assistant Finance Manager Amalia Mostrales will be attending Board meetings from now on and will be giving the financial updates. Ms.

Mostrales indicated she is working with Ms. Shosten on end of the year tasks as well as transitioning some of the workload in preparation for Ms. Shosten's retirement.

Operations Manager Denny Clouse reported that there have been some staffing changes at BHC and Ron Dorn will now be working on the final details regarding the pump station. Mr. Clouse also informed the Board that the police were called out to the new maintenance building site regarding an apparent break in to the vacant structure. The police investigated but nothing was found. Both the police and fire department have inquired about using the vacant structures for training purposes prior to demolition. Ms. Pottinger will work with the Fire Department, District Attorney and the District's insurance provider to determine if the structures can be used for training activities. Mr. Clouse provided a progress report on the new maintenance facility project. Mr. Clouse and Ms. Pottinger had a meeting last week with representatives of all the utilities and the City of Shoreline to discuss potential permits, timing and , who involved in the development. Project team is preparing for submitting demolition, right of way and building permits by mid-February. Representatives from the City of Shoreline indicated that getting approval of the permits could take up to 10 weeks plus could require some redesign and a second review. They state that the District could potentially pay an "Expediting fee" to hurry the approval time but how much that fee would be is yet unknown. Lastly, Mr. Clouse discussed a main break that occurred on December 30. The break was caused by a water hammer from rapid closure of the fire hydrant. The break was discussed with both fire departments.

District Manager Diane Pottinger informed the Board that she has been researching issues around boundary discrepancies between existing service area and the corporate boundary. This information will be included in the water system plan. In addition, Ms. Pottinger reported she is working with Seattle City Light and Comcast to straighten out several issues regarding billing.

#### **LEGAL REPORT**

District Attorney Joe Bennett reported that the U.S. Supreme Court has agreed to hear the culvert case between Tribes and Washington State. Historically, he state has not had favorable rulings at any level of state court. Oral arguments are expected in the spring with a ruling to follow in the summer.

#### **COMMISSIONER REPORTS**

Commissioner Ricker reported on recent Government Relations committee meeting and the status of the Association's lobbyist. A review of the lobbying needs will occur following the legislative session.

Commissioner Haines and Schoonmaker had no reports at this time

#### **EXECUTIVE SESSION**

The Board entered into Executive Session at 4:56 pm for 10 minutes to complete the District Manager performance review under RCW 42.30.110 sections 1(g). Mr. Bennett and Ms. Pottinger were present. At 5:06 pm, the Board unanimously agreed to extend for an additional 20 minutes. The Board returned to regular session at 5:20 pm

#### **ADJOURNMENT**

The meeting concluded at 5:20 pm with no action taken.

The next meeting will be a Special Joint Meeting with Shoreline Fire Department on Thursday, January 18, 2018 at 4:00 pm at the Shoreline Fire Department. There will also be a special meeting on Tuesday, January 23, 2018 at 3:00 pm at the North City Water District. The next regular meeting will be Tuesday, February 6, 2018 at 3:00 pm and the North City Water District.

---

Larry Schoonmaker

---

Charlotte Haines

---

Ronald Ricker