



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 17, 2017

North City Water District Board Room

The meeting was called to order at 3:00 pm

Commissioners Present

Commissioner Ron Ricker
Commissioner Larry Schoonmaker (Via Phone)
Commissioner Charlotte Haines

Staff Present

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

PUBLIC COMMENT

Ms. Patty Hale from the Ridgecrest Neighborhood Association was present at the meeting.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the January 3rd regular meeting. Commissioner Schoonmaker seconded the motion and the motion passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4486-4499 and voucher numbers 113329-113370 in the amount \$258,108.49 from the maintenance fund and vouchers 216-219, in the amount of \$20,041.01 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

a. Conservation Goals

District Manager Diane Pottinger reviewed the District's Conservation Goals since first established in 2008 and updated in 2013. Discussions will be ongoing regarding the regional goals the Operating Board meetings throughout the year.

MANAGERS REPORT

Finance Manager Barb Shosten reported that the new e-payment system has been very popular with customers. An estimated 8% of total revenue was received via e-payments during its first month of operation. Ms. Shosten also announced that Customer Services Specialist Alex Umamoto will be leaving the District for a new position. Her last day will be Friday, January 27th. Ms. Shosten reported that Ms. Umamoto has provided excellent customer service in her time at the District and she will be missed. Lastly, Ms. Shosten reported that the payroll outsourcing is almost complete.

Operations Manager Denny Clouse reported on recent new preapplication meetings he has attended. A 235 unit apartment complex planned for the post office site and expects to break ground by the end of the year. Mr. Clouse has also been in communication with the Shoreline School District regarding the fire flow that needs to be resolved as part of their remodeling of the Aldercrest Elementary School. Mr. Clouse also updated the Board on the status of the North City Pump Station. The pipes are being filled now and pressure testing should commence by the end of the week. Finally, Mr. Clouse reported that he has prepared information for customer Jack Tonkin to address his concerns about the water use on his property. Commissioner Ricker and Mr. Clouse will arrange a meeting with Mr. Tonkin to share this information.

District Manager Diane Pottinger shared a draft agenda for the annual joint meeting with the Shoreline Fire Department and North City Water District. The Board reviewed the draft agenda. Commissioner Haines moved that a special meeting with the Shoreline Fire Department be scheduled immediately after either the Feb. 7th or Feb. 14th regular board meetings. Start time will be 4:00pm. Commissioner Schoonmaker seconded the motion and the motion passed unanimously. Ms. Pottinger will finalize the date with the Fire Department and post the meeting notice.

Ms. Pottinger also reported on two recent public records requests; one for SmartProcure in Florida requesting vendor information and one from a local resident requesting information on District vehicle usage and location. Ms. Pottinger is responding to the requests. Additionally, the request for vendors interested in being added to the District's Small Works Roster as well as the Statement of Qualifications

for the Engineering Services Roster will be advertised in the Daily Journal of Commerce this week and early February as well as being and posted on the North City Water District website. Resolutions adopting these rosters will be forthcoming in February. In other District business, Ms. Pottinger, Commissioner Ricker and several members of the field crew toured local maintenance facilities designed by Wagner Architects to get ideas for the design of the District's new maintenance building. She will be sending thank you notes to the organizations for their hospitality. Also, the Fircrest redevelopment project organizers have requested funding from the state legislature. Finally, Ms. Pottinger shared a proposed Commissioner committee assignment roster and asked if the Board would be interested formalizing committee assignments. The Commissioners indicated they preferred the flexibility to decide which Commissioner would attend meetings based on schedule and availability.

LEGAL REPORT

District Attorney Joe Bennett reported that the Sound Transit attorney he had been working with left Sound Transit in early January after indicating the proposed agreement looked ok except for inter-departmental review. Mr. Bennett also reminded the Board that it is time for the annual review of the District Manager. The review will be conducted in Executive Session at the February Regular meeting that is not the joint meeting with the Fire Department. Finally, Mr. Bennett recommended that the Commissioners consider adopting a document defining governing rules for the Board. The Board will consider this.

COMMISSIONERS' REPORTS

Commissioner Schoonmaker had no report at this time.

Commissioner Haines reported on her attendance at the WASWD Section IV meeting in Skyway. Marlin Gabbert, a local resident, was nominated to serve on the King County Boundary Review Committee.

Commissioner Ricker reported on the Operating Board Meeting he and Commissioner Haines attended. He also reported on the several WASWD activities including review of the King County franchise fee ordinance and the Government Relations Committee meeting. He will be attending the Board meeting the week following

ADJOURNMENT

The meeting was adjourned at 3:56PM.

The WAWSD Commissioner Workshop will be held on February 4th.
The next Regular Meeting is Tuesday, February 7th at 3:00 p.m. at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines