



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 6, 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
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Amalia Mostrales, Assistant Finance Manager
Theresa Harrington, Executive Assistant
Bob Heivilin, Utility Person IV/WQ
Toby Bigger, Field Inspector/Special Projects
Joe Bennett, District Attorney

PUBLIC COMMENT

Mr. Eric Monroe, Chief of Training for the Shoreline Fire Department was present. Mr. Monroe came to discuss the use of the vacant building on 15th Ave NE for possible training prior to destruction.

North City Water District customer Gini Harmon was in attendance. She came to discuss high water usage at her property reflected on her November billing. Water usage was exceptionally high in the months of September and October. District staff alerted Ms. Harmon of the usage issue and sent a field technician to re-read her meter in November. The meter was accurate. Ms. Harmon was unable to identify a reason or find a leak to explain this situation. Field Inspector Toby Bigger left the meeting with Ms. Harmon at 3:20 pm to visit her property and check her meter. District staff will continue to work with Ms. Harmon to investigate the issue and bring back to the Board the results.

District customer Virginia King was also in attendance.

APPROVAL OF MINUTES

Commissioner Ricker made a motion to approve the minutes from the January 16th regular meeting and Commissioner Haines seconded the motion. The motion passed and the commissioners signed the meeting minutes.

Commissioner Haines made a motion to approve the minutes from the January 18th special meeting and Commissioner Schoonmaker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers number 4891-4907 and 114347-114394 in the amount \$152,402.41 from the maintenance fund and voucher 307-311, in the amount of \$10,498.33 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. District Cross Control Connection Program Report

Bob Heivilin, Utility Worker IV/Water Quality Specialist and Theresa Harrington, Executive Assistant lead a presentation about the current status and future goals of the Cross Connection Control program at North City Water District. Extra administrative staff time was allocated in 2017 to the Cross Connection Control Program to educate customers, update the cross connection control database and streamline the reminder notification and record keeping of the program. It was a successful process. In 2018, the District will begin to offer email reminder notifications to customers with backflow devices. In addition, focus will be placed on clarifying the process of identifying cross connection hazards in new developments and surveying existing customers for unidentified cross connections within the district.

b. Follow up to 1227 NE 198th Street Water Use

Operations Manager Denny Clouse had provided the Board with a written report regarding the customer who attended the January 16th Board meeting to express concern over a high water bill. Mr. Clouse reported that office personnel and field crews had checked his meter and found no evidence of malfunction. Mr. Clouse also attempted to follow up with the customer after the January 16th meeting so he could review the consumption report with him. The customer indicated he did not want to meet. Mr. Clouse left a detailed consumption report at the customer's residence. He has not heard from him since.

c. Participation in Consulting Services for WASWD Section IV

District Manager Diane Pottinger shared a request for contributions to a WASWD Section IV Consulting Services pool. The funds would provide staffing to monitor executive and legislative activities in King County and assess for impacts to the district's within King County. The Board reviewed the request. Commissioner Haines made a motion to contribute to the WASWD Section IV Consulting Services pool in the same amount as last year. Commissioner Ricker seconded the motion and the motion passed unanimously.

d. Training Exercise with the Shoreline Fire Department

Eric Monroe, Chief of Training for the Shoreline Fire Department reported on the Fire Department's hopes to use the vacant structures located on the property of the new maintenance facility to conduct rescue and training exercises for the next couple months prior to the demolish of the building. This building provides unique opportunities for training that would be very valuable to the department and other regional partners.

District Manager Diane Pottinger distributed a draft agreement with the Shoreline Fire Department to allow them to conduct training exercises. The agreement was prepared with consultation from District Attorney Joe Bennett and representatives from the District's insurance provider. Mr. Monroe reported that Shoreline Fire District accepted the District's comments and have updated their agreements for future training exercise. Shoreline Fire District will work with the District to communicate with the neighborhood, and specifically the neighbors, regarding the training exercises.

After consideration and discussion, Commissioner Ricker motioned to accept the agreement. Commissioner Haines seconded the motion and the motion passes unanimously. District Manager Diane Pottinger will sign and execute the agreement. Mr. Monroe thanked the Board for this opportunity.

e. Public Outreach Events Schedule for 2018

Executive Assistant Theresa Harrington presented the Board with a list of the public outreach events planned for 2018. There are 11 events planned in 2018 which will give District staff and Commissioners lots of opportunities to talk with customers, provide information on conservation and connect with the community.

f. 2018.02.05 Resolution Approving the Salary for the District Manager for 2018

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.

g. Maintenance Building Project Status

Ms. Pottinger referred the Board to Mr. Clouse's written report. She indicated that Denny expects to submit permits on February 20th. Commissioner Ricker inquired about potential issues with neighbors and their structures with respect to the southern property line. District staff and District Attorney Joe Bennett will look into this with respect to the future fence lines.

h. 2018 Water System Plan Status

Ms. Pottinger reported that they were working on Chapters 2 and 3 of the Water System Plan. We had received confirmation from Washington State Department of Transportation and the City of Shoreline regarding the permits within the right-of-way along the northern and southern boundaries. The hydraulic modeling is expected to be completed by late February with a discussion coming to the board in March.

MANAGER REPORT

Assistant Finance Manager Amalia Mostrales reported that year end closing processes are going well. Ms. Shosten and she hope to have everything ready to send to the auditors by March 31st.

District Manager Diane Pottinger reported on her attendance at the General Managers meeting, the Operating Board meeting and the Public Works Board meeting. In addition, Ms. Pottinger reported that the North End Taxi Company has fallen behind on its lease payments for equipment at the reservoir site. Ms. Pottinger is working to contact the company regarding this delinquency. Ms. Pottinger also reported that there will be a community meeting on February 20, 2018 at the Richmond Beach Library regarding purposed development at the former North City Texaco Station property. A large apartment complex is planned for the space. Commissioner Haines indicates she could attend the meeting. Lastly, Ms. Pottinger shared a letter from the City of Lake Forest Park thanking Ms. Pottinger for serving on the Public Advisory Panel hiring committee for the new City Administrator position.

LEGAL REPORT

Mr. Bennett had no legal report at this time.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines reported on her attendance at the Commissioners Workshop on January 27th.

Commissioner Schoonmaker reported on his attendance at the Shoreline City Council Dinner meeting and the Commissioners Workshop.

EXECUTIVE SESSION

The Board entered into Executive Session at 4:42 pm for 30 minutes to consider potential litigation under RCW 42.30.110(1)(i). Mr. Bennett, Ms. Mostrales and Ms. Pottinger were present. At 5:12 pm, the Board unanimously agreed to extend for an additional 10 minutes. At 5:22 pm, Ms. Mostrales left the meeting. The Board unanimously agreed to extend for an additional 30 minutes. The Board returned to regular session at 5:52 pm.

ADJOURNMENT

The meeting concluded at 5:52 pm with no action taken.

The next regular meeting will be Tuesday, February 20, 2018 at 3:00 pm and the North City Water District.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker