



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 7, 2017

North City Water District Board Room

The meeting was called to order at 3:02 pm

### **Commissioners Present**

Commissioner Ron Ricker  
Commissioner Larry Schoonmaker  
Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District 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 Schoonmaker made a motion to approve the minutes from the January 17th regular meeting and the January 31<sup>st</sup> special meeting. Commissioner Haines seconded the motion and the motion passed unanimously. The Board signed the minutes.

### **APPROVAL OF VOUCHERS**

The Board reviewed the vouchers. Operations Manager Denny Clouse reported that an error was discovered on voucher number 222 from the capital fund. This voucher will be omitted and held until the next meeting as the amount needs to be adjusted. This was noted on the voucher.

Commissioner Schoonmaker made a motion to approve vouchers number 4500-4514 and voucher numbers 113371-113421 in the amount \$274,655.87 from the maintenance fund and vouchers 220, 221, 223, and 224 in the amount of \$37,957.62 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. 2017.02.01 Amending Title 3 of the NCWDC**

District Manager Diane Pottinger presented the Board with a resolution correcting the omission of the word “open” to describe parking garages in Section B104 of Appendix B International Fire Code. After discussion, Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The Board and District Attorney signed the resolution.

#### **b. 2017.02.02 Approving a WSEA with 205, LLC**

Operations Manager Denny Clouse presented a resolution to approve the WSEA with GRE 205 for plans to develop (King County parcel # 7417700552), also known as “Ballinger Apartments”. After discussion, Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The Board and District Attorney signed the resolution.

#### **c. 2017.02.03 Approving Utility Relocation and WSEA 2017-01 with Sound Transit**

District Manager Diane Pottinger and District Attorney Joe Bennett presented a combined Utility Relocation and WSEA agreement with Sound Transit for the development of the Lynnwood Link Sound Transit Station. The Board reviewed and discussed the agreement. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The Board and District Attorney signed the resolution.

#### **d. Recap of Board Room Use 2016**

Executive Assistant Theresa Harrington summarized the use of the North City Water District board room by community groups. In 2016, the board room was used by 28 different non-profit and community organizations providing meeting space for 72 meetings amounting to 257 hours of meeting room use. These groups continue to express how valuable this meeting space is to the community. Similar room use is anticipated for 2017.

**e. 2017 Fix-a-Leak Program**

Executive Assistant Theresa Harrington reported to the Board on the 2017 Fix-A-Leak program. North City Water District's Fix-A-Leak challenge coincides with the National Fix-A-Leak Week March 20-27<sup>th</sup> sponsored by the EPA. This is the 6<sup>th</sup> year that North City Water District has conducted this educative conservation program in the Shoreline area schools. The District will once again offer a prize drawing for classes with 100% participation. This year, the program will also provide educators with classroom lesson plans developed by AWWA to promote conservation and educate students about the water system.

**f. Public Relations Discussion**

District Communications Consultant Relaena Sindelar of Sindelar Communications & Marketing was in attendance to provide an overview of the District's communications strategies. Ms. Sindelar indicated the District has done well in developing multiple ways to communicate with the community and customers. By having a presence on Facebook, Next Door, Blog Posts as well as the website, newsletters, and attendance at a variety of community events, the District is able to communicate in a diverse and dynamic way. Ms. Sindelar suggested that it would be useful to hold a visioning workshop. The board agreed that this would be a useful exercise.

**MANAGERS REPORT**

Operations Manger Denny Clouse reported that the North City Pump Station is now 84% complete. It has been pressure tested and chlorinated and has passed. Power connections should be complete in the next few weeks. Mr. Clouse also reported on the application for a Certificate of Water Availability from Roger Ricks who has plans to develop a storage unit on 19<sup>th</sup> Ave NE He also indicated that the Utility Worker I position opening will be posted with AWWA and PNWS. He is hoping to fill that position soon. Mr. Clouse attended the PNWS Board of Trustees meeting in Vancouver, WA the prior week. Mr. Clouse has been asked to continue to serve a six-year term as a member of the PNWS Scholarship and Education Committee which administers the scholarship fund. Finally, Mr. Clouse reported on the status of the new maintenance facility building and upcoming meeting. Commissioner Schoonmaker suggested that a status meeting be scheduled in March to discuss the project. It was suggested that a special meeting be scheduled to conduct the PR vision and message discussion and Maintenance Building updates, if appropriate.

Commissioner Haines motioned for a special meeting on March 14<sup>th</sup> at 3:00 pm to discuss the Districts vision and message and to discuss the progress on the maintenance facility, if appropriate. A second special meeting may be scheduled instead to solely discuss the Maintenance facility. Commissioner Schoonmaker seconded the motion and the motion passed unanimously.

District Manager Diane Pottinger reported that she has asked John Milne to review a recent decision from the Growth Management Hearing Board with respect to water and sewer district comprehensive plans. She will keep the Board informed on the matter. Ms. Pottinger reported on several bills in the state legislature that have an impact on water providers and her communicating the District's concerns with our legislators. In addition, she reported on her attendance at the Public Works Board meeting in Olympia. Ms. Pottinger informed the Board that the Small Works and Engineering Rosters will be brought forth at the next Board meeting for approval. Ms. Pottinger reported that the District has received additional Public Records Requests from the same individual regarding use of District vehicles. Finally, Ms. Pottinger informed the Board that she received an inquiry from a customer in Sheridan Beach regarding street light charges.

**EXECUTIVE SESSION**

The Board entered into Executive Session at 5:00 pm with Mr. Bennett to discuss personnel matters in accordance with RCW 42.30.110(1)(g) and real estate matters in accordance with RCW 42.30.110 (1)(b) for 15 minutes. At 5:15 pm, the Board unanimously agreed to extend for an additional 5 minutes. The Board returned to regular session at 5:20 pm.

Upon return to regular session, the Board directed Mr. Bennett to respond to the recent Public Records Request.

Commissioner Schoonmaker made a motion to authorize District Manager Diane Pottinger to work with real estate professionals to draw up an offer to purchase the property bordering the District's property on 15th Ave NE. Commissioner Haines seconded the motion and the motion passed unanimously.

Commissioner Haines motioned that the start time of the February 21<sup>st</sup> regular meeting be changed to 2:00 pm for an Executive Session to discuss personnel matters in accordance with RCW

42.30.110(1)(g). Commissioner Schoonmaker seconded the motion and the motion passed unanimously.

**LEGAL REPORT**

District Attorney Joe Bennett reported on his presentation at the WASWD Commissioners Workshop on Saturday February 4<sup>th</sup>. He also reported that a partners' working group was scheduled to meet Monday, February 6<sup>th</sup> to discuss the changes to the King County Franchise Ordinance, but the meeting was canceled due to inclement weather. They are working on rescheduling the meeting and will report back to the Board afterwards.

**COMMISSIONERS' REPORTS**

Commissioner Schoonmaker reported on his attendance at the Commissioners Workshop on February 4<sup>th</sup>. He found it a valuable meeting with good information. He also indicated he has been impressed with the performance of the new WASWD Executive Director Jim Kuntz.

Commissioner Haines also attended the Commissioner Workshop and found it helpful to meeting and exchange ideas.

Commissioner Ricker was also in attendance at the Commissioner Workshop and also enjoyed it.

**ADJOURNMENT**

The meeting was adjourned at 5:32 pm.

The next Regular Meeting is Tuesday, February 21<sup>th</sup> at 2:00 p.m. at the North City Water District.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines