



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 20, 2018

The meeting was called to order at 3:01 pm.

North City Water District Board Room.

### **Commissioners Present**

Commissioner Ron Ricker

Commissioner Larry Schoonmaker

Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager

Denny Clouse, Operations Manager

Amalia Mostrales, Assistant Financial Manager

Theresa Harrington, Executive Assistant

Joe Bennett, District Attorney

### **PUBLIC COMMENT**

District customer Virginia King was present.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the March 6th 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 4941-4956 and 114486-114522 in the amount \$153,329.43 from the maintenance fund and voucher 318-320, in the amount of \$30,965.60 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

Executive Assistant Theresa Harrington reported that vouchers 114429 and 114430 were inadvertently omitted from the February 20<sup>th</sup> regular meeting minutes. Commissioner Haines made a motion to ratify vouchers 114229 and 114430. Commissioner Ricker seconded the motion, which passed unanimously.

### **OLD/NEW BUSINESS**

#### **a. Maintenance Building Project**

The building architects from Wagner construction meet with the field crew employees and Mr. Clouse last Thursday to go over the building plans for the new facility. Field crew gave their input on the plans and the architects are working to incorporate some of the suggestions into the design. Weekly meetings will continue on Wednesday mornings to review and complete the design process. Mr. Clouse reported that he is still waiting to hear back from the City of Shoreline on the timeline expectations for the expedited permits.

#### **b. 2018 Water System Plan**

Ms. Pottinger reported that work continues on the 2018 Water System Plan. Chapters detailing population, water use and historical district projects have been updated and Mr. Clouse will be working on updating the chapter on Operations and Management. The District should be receiving the hydraulic modeling systems map and bringing it to the Board for presentation.

#### **c. Conference Scheduling**

Executive Assistant Theresa Harrington passed out information on the registrations for the WASWD Spring Conference, April 4-6<sup>th</sup> in Yakima and the PNWS – AWWA Spring Conference, April 25-27<sup>th</sup>.

- d. Resolution 2018.03.09 Repealing Sections of the SWDC and Amending Appendix 3A NCWDC**  
Ms. Pottinger presented a resolution to repeal sections of the Shoreline Water District Code (SWDC) and Amend Appendix 3A in the North City Water District Code (NCWDC). The Board reviewed the resolution. Commissioner Haines suggested a clarification to Appendix 3A #5. In the table in section 5, it was suggested that where it reads “Cost of Installation” it should instead read “Cost of Installation (service and meters)” and where it references “meters” it should be changed to read “meters and services”. This language better describes the costs and charges. The Executive Assistant was instructed to update the table and bring it back for approval following the Executive Session.
- e. Resolution 2018.03.10 Replacing Section 5.2 of Appendix 5 B of the NCWDC**  
Ms. Pottinger informed the Board that the table in Section 5.2 of the District’s Water System Extension Agreement (Appendix 5B of the NCWDC) to add clarification. Executive Assistant Theresa Harrington provided the Board with the updated blank WSEA form (proposed Appendix 5B of the NCWD) for approval. 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.
- f. Resolution 2018.03.11 Changing Section 5.01 of the District Personnel Manual**  
District Manager Diane Pottinger presented the Board with a resolution to revise the sick leave section of the District Personnel Manual to comply with the new state laws regarding sick leave. After extended discussion, the Board decided to hold a special meeting to further discuss the issue. The Board requested that staff provide some additional examples for discussion and review. Commissioner Haines moved to hold a special meeting on Tuesday March 27<sup>th</sup> at 3:00 pm to review, discuss and approve the new sick leave policies for the District. Commissioner Ricker seconded the motion, which passed unanimously.

### **MANAGER REPORTS**

Assistant Finance Manager Amalia Mostrales reported that she and Ms. Shosten continue to work on preparing the year end financials. She also updated the Board on the District balances held at King County and the accounts receivable status.

Operation Manager Denny Clouse updated the Board on two new developments within the District, both within the Light Rail station subareas. He is working with developers to determine fire flow and water service needs.

District Manager Diane Pottinger reported that she will be participating in a conference call with some members of the Operating Board to review the CIP plan presented by SPU. The call will take place on Thursday, March 22<sup>nd</sup>. Ms. Pottinger will update the commissioners following the call. Ms. Pottinger also reported that she sent a letter to SPU thanking them for the opportunity to participate on the value engineering team for the LFP reservoir covering project. Ms. Pottinger informed the Board that her asset management course is going well and providing her with valuable information that will benefit the District. Finally, Ms. Pottinger reported that she had been contacted by developers inquiring as to whether the District is interested in selling the site where the current maintenance facility is located. Ms. Pottinger indicated that, for a variety of reasons, the District has no plans to sell that property until the new maintenance facility is complete and staff and operations have transferred to the new site. The projected date for completion is late 2019 early 2020. The commissioners concurred with Ms. Pottinger’s statement.

### **EXECUTIVE SESSION**

The Board entered into executive session at 4:42 pm for 30 minutes to discuss potential litigation with Mr. Bennett, pursuant to RCW 42.30.110(1)(i). Ms. Mostrales, Ms. Pottinger and Mr. Clouse were present. At 5:12 pm the session was extended an additional 20 minutes. The Board returned to regular session at 5:31 pm.

**Resolution 2018.03.09 Repealing Sections of the SWDC and Amending Appendix 3A NCWDC**  
Executive Assistant Theresa Harrington brought an updated Attachment C to the proposed resolution as requested by the Board. The Board reviewed the resolution. Commissioner Ricker 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.

**LEGAL REPORT**

None at this time.

**COMMISSIONER REPORTS**

None at this time

**ADJOURNMENT**

The meeting concluded at 5:35 p.m.

The next special meeting will be Tuesday, March 27, 2018 at 3:00 pm at the North City Water District.

The next regular meeting will be Monday, April 2, 2018 at 3:00 pm at the North City Water District.

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Larry Schoonmaker

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Charlotte Haines

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Ronald Ricker