



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 2, 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. Ms. King expressed that she and some of the neighbors are disappointed with the final landscape plan for the new maintenance facility site.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the March 20th regular meeting and the March 27<sup>th</sup> special meeting. 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 4957-4973 and 114523-114562 in the amount \$108,381.75 from the maintenance fund and voucher 321-322, in the amount of \$18,882.34 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. Update on Nature Vision Classes as part of the Saving Water Partnership**

Executive Assistant Theresa Harrington informed the Board that the schools within the North City Water District have utilized the quota of classes allocated for this year and there are four classrooms on the waiting list. There may be additional classes available through Saving Water Partnership, the final count will be known the following week. Ms. Harrington will report back to the Board next meeting with an update. This continues to be a highly valued program by teachers and students alike.

#### **b. Janitorial Contract**

Operations Manager Denny Clouse has been contacted by the District's janitorial company and have asked to renegotiate the current contract and increase price. Because the District has not gone out for an RFP for janitorial services since 2012, Mr. Clouse reported that he will be publishing a RFQ in the Daily Journal of Business for janitorial services in the near future.

#### **c. Regional Hazard Mitigation Plan – participation in Regional Plan**

Ms. Pottinger asked the Board that King County requires an update to the Hazard Mitigation Plan. This work would be a 40-60 hour commitment over the next 14-18 months. Though outside consultants have been used for this project in the past, Ms. Pottinger informed the Board that she felt she could complete this project herself in a timely and cost effective manner. She also informed the Board that there may be some grant money available for back up radios but all of the other projects that have been identified in previous plans have already occurred or are in the process of occurring. The Board supported the District's participation in this plan.

#### **d. Enduris Board of Directors Election: Update and Possible Decision**

Ms. Pottinger provided the commissioners with answers to the questions they had raised about the upcoming Enduris Board of Director Elections. She informed the Board that the ballots should be available in June.

**e. Intergovernmental Agreement with the City of Lake Forest Park**

Ms. Pottinger informed the Board that the City of Lake Forest Park had reviewed, revised and signed the proposed Intergovernmental Agreement for Water Use Data at their March 8<sup>th</sup> city council meeting. Commissioner Haines made a motion to approve and sign the agreement. Commissioner Ricker seconded the motion and the commissioners signed the agreement. One original will be returned to the City of Lake Forest Park and one will be retained by North City Water District.

**f. Maintenance Building Project**

Operations Manager Denny Clouse reported that planning work continues for the new maintenance facility. Design review meetings are being held every Wednesday. Wagner Architects have taken staff input and are integrating those suggestions into the design. Plans have been shared with Ronald Wastewater who will be providing information on sewer needs and requirements. There has been no word from the City of Shoreline regarding the status of the permits.

**g. Water System Plan**

Operations Manager Denny Clouse reported that the field crew will be working Thursday night to flow hydrants in the 237 zone. This is a follow up to the hydrant flow testing done in December and January as part of the hydraulic modeling calibration efforts. Staff continues to work on the Water System Plan updates.

**MANAGER REPORTS**

Assistant Finance Manager Amalia Mostrales had no report at this time.

Operation Manager Denny Clouse updated the Board on two new developments requiring WSEA agreements with the District. The projects are the Buddha Jewel Monastery located at the former Bethel Lutheran Church on NE 175<sup>th</sup> St and the expansion of the Aldercrest School on NE 205<sup>th</sup> St.

District Manager Diane Pottinger shared the article in the PNWS-AWWA about the Women in Leadership Symposium. She is part of the committee that has been meeting at the District every other month this past year. She also shared with the Board the most recent City of Shoreline Currents newsletter which provided information on use of property tax revenue in Shoreline. Finally, Ms. Pottinger reported that there is a meeting on April 18<sup>th</sup> with Sound Transit to go over the water infrastructure needs for the new light rail station.

**LEGAL REPORT**

Mr. Bennett provided updates on several recent court cases effecting water and sewer districts. In the case of *West v. City of Puyallup*, the city received a favorable ruling in a case concerning whether or not Facebook post are subject to public records request. In the case of *Hamilton Corner, LLC v. City of Napavine*, the courts ruled in favor of the city imposing an LID assessment on Hamilton Corner properties for the expansion of city water to an area not previously serviced by public water.

**COMMISSIONER REPORTS**

None at this time

**ADJOURNMENT**

The meeting concluded at 4:01 p.m.

The next regular meeting will be Tuesday, May 1<sup>st</sup> 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