



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 17, 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

Denny Clouse, Operations Manager

Amalia Mostrales, Assistant Financial Manager

Theresa Harrington, Executive Assistant

Joe Bennett, District Attorney

PUBLIC COMMENT

District customer Gini Harmon was in attendance to revisit the issue of high water usage at her property in the fall. Operations Manager Denny Clouse reviewed her usage records with her and informed her they had replaced her meter and had her old meter tested by a third party for accuracy. The results indicated the meter was reading accurately. Mr. Clouse advised Ms. Harmon to call him if she decides to turn back on her irrigation system so the District can come out and check the meter to see if it might be leaking. Ms. Harmon left the meeting at 3:15 pm.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the April 2 regular meeting Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Assistant Financial Manager, Amalia Mostrales, passed out an amended voucher summary sheet and voucher pages. There was a change to the categorization of one of the voucher expenses. The Board reviewed the vouchers. Commissioner Haines made a motion to approve vouchers number 4974-4990 and 114563-114600 in the amount \$235,256.15 from the maintenance fund and voucher 323-327, in the amount of \$25,442.47 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. Use of Board Room for Non-Profit Groups

Requests for use of the Board Room by community organizations is growing. Executive Assistant Theresa Harrington requested that the Board of Commissioners review the policies for room use. The Board will review existing policy.

b. Fix-A-Leak Prize Drawing

Ms. Harrington reported on the results of the 2018 Fix-A-Leak program. This year 42 classrooms participated in the program. There were 927 kits distributed and 678 tests forms returned. That is a record 73% participation. There were 18 classrooms who achieved the 100% participation rate and are eligible for the prize drawing. Ms. Harrington placed the names of the eligible classrooms into a basket and the five winning classrooms were drawn by the commissioners. The following classrooms will be awarded \$250 in needed classroom supplies:

FIX-A-LEAK PRIZE WINNERS

Ms. Jillian Kemper, 6th Grade-Kings School

Ms. Alicia Walsh, 4th Grade-Kings School

Ms. Stephanie Martin, Kindergarten – Syre

Ms. Jo Lindblad, 5th Grade-Kings School

Ms. Ericka Hernandez – 1st Grade Kings School

Ms. Harrington will notify the prize winners and the results will be announced in the next newsletter.

c. 2018.04.12 Ratifying Interlocal Agreement with the City of LFP for Water Use Data

Ms. Pottinger presented a resolution to ratify the Interlocal Agreement with the City of Lake Forest Park which was signed by the Commissioners at the last meeting. 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.

d. Rejoining the Retrospective Rating Program

Ms. Pottinger informed the Board that the District is once again eligible to rejoin the Retrospective Rating Program. The Commissioners affirmed that rejoining the program would be in the best interest of the District.

MANAGER REPORTS

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

Operation Manager Denny Clouse shared a 360 degree virtual tour of the new pump station that was developed by BHC. This tool creates a virtual walk through of the pump station. Mr. Clouse also reported that he will be conducting a training with local fire departments on hydrant function and use. He has obtained a full size hydrant model to help with the training. Finally, Mr. Clouse reported on the status of the new maintenance facility. The permitting process with the City of Shoreline is moving forward. The District had to get an additional sewer permit and through that process, the design team made some minor changes which eliminated the need for a sewer extension agreement with Ronald Wastewater. Ms. Pottinger is in the process of submitting the industrial discharge permit to King County.

District Manager Diane Pottinger reported that she received a public records request from Foresite Group from Austin Texas for all of our system data in GIS or as built format. Ms. Pottinger declined the request and asked for a face to face meeting to discuss. They have sent a follow up request with more specifics which will also be denied. Ms. Pottinger also reported that she and Mr. Clouse will be meeting with Sound Transit on Wednesday, April 18th to review the 90% drawings for the new light rail stations. Finally, Ms. Pottinger reported on her attendance at the 46th Legislative District wrap up session held at the City of Kenmore.

EXECUTIVE SESSION

The Board entered into executive session at 4:02 pm for 20 minutes to discuss potential litigation with Mr. Bennett, pursuant to RCW 42.30.110(1)(i). Ms. Pottinger and Mr. Clouse were present. The Board returned to regular session at 4:27 pm.

Ms. Pottinger indicated she will be contacting Ms. King to discuss some potential changes to the landscape and fencing surrounding her property the following day. If a tentative agreement is reached, a special meeting of the Board of Commissioners will be scheduled for Monday, April 23rd to consider.

LEGAL REPORT

None at this time.

COMMISSIONER REPORTS

Commissioner Ricker reported on his attendance at meeting of the City of Lake Forest Park where the Lake Forest Park vision plan was presented. He also reported on his attendance at the Operating Board meeting where capital expenditures were discussed.

Commissioner Haines reported on her attendance at the Shoreline City Council Meeting. She also reported on her attendance at the Shoreline Chamber of Commerce Meeting.

Commissioner Schoonmaker reported on his attendance at the WASWD Spring Conference. He thought the conference was very useful and commended staff on being on top of many of the important issues that were presented.

ADJOURNMENT

The meeting concluded at 4:55 p.m.

The commissioners will be attending the PNWS-AWWA Spring Conference in Tacoma, April 24-28th.

The next regular meeting will be Tuesday, May 1st at 3:00 pm at the North City Water District.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker