



## MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

May 1, 2017

The meeting was called to order at 3:02 pm

North City Water District Board Room

### **Commissioners Present**

Commissioner Ron Ricker

Commissioner Larry Schoonmaker (via phone)

Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager

Barb Shosten, Finance Manger

Denny Clouse, Operations Manager

Joe Bennett, District Attorney

### **PUBLIC COMMENT**

Ms. Virginia King was present at the meeting. Ms. Anne Marie Healy joined the meeting at 3:15. Ms. Healy shared her concerns about the lack of lighting and traffic issues on 178<sup>th</sup> Street where she resides.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the April 18, 2017 regular meeting and the April 24, 2017 special meeting. Commissioner Schoonmaker seconded the motion and the motion passed unanimously. The Board signed the meeting minutes.

### **APPROVAL OF VOUCHERS**

The vouchers were reviewed and discussed by the Board. Commissioner Haines made a motion to approve vouchers number 4588-4603 and voucher numbers 113622-113653 in the amount \$74,263.61 from the maintenance fund and vouchers 241-243, in the amount of \$263,537.48 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the vouchers.

### **OLD/NEW BUSINESS**

#### **a. 2017.05.11 Approving Revised Utility Relocation and WSEA 2017-01 with Sound Transit**

District Manager Diane Pottinger presented the Board with a revised utility relocation and WSEA contract with Sound Transit. The Board reviewed and discussed the revisions. 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. Maintenance Building Project**

District Manager Diane Pottinger presented the minutes from the April 25<sup>th</sup> Neighborhood Meeting regarding new maintenance building at 15555 15<sup>th</sup> Ave. The meeting was well attended and neighbors were able to hear about the proposed construction and neighborhood impacts.

Neighbors shared their thoughts and concerns. Operations Manager Denny Clouse reported that he has filed the application for a special use permit with the City of Shoreline. Wagner Architects will be meeting with the city of Shoreline on Tuesday, May 2<sup>nd</sup> to review information and answer questions. Commissioner Schoonmaker thanked the District staff for running an effective and informative community meeting.

#### **c. Streetlights in Sheridan Beach**

District Manager Diane Pottinger updated the Board on some changes to streetlight billing within District boundaries. SPU is no longer handling streetlight billing in the Sheridan Beach area. Sheridan Beach residents will need to find an alternate way to handle the collection of street light fees. As North City Water District currently handles streetlight billing for some customers, the District may be invited into discussions regarding this issue.

### **MANAGERS REPORT**

Finance Manger Barb Shosten reported that her staff is continuing to work on year-end information. In addition, she and the District Manager are just completing an update to the connection charge. Ms. Shosten will be bringing a presentation to the Board in June to update them on the process. Ms. Shosten also reported that there is rapid growth in the region which will result in an increase in revenue from connection charges. Ms. Shosten also commended District Accountant Amalia Mostrales for implementing the electronic payroll system.

Operations Manger Denny Clouse reported that the electrical work at the pump station is about 50% complete. Landscape is going in and the project is moving toward completion. Once electric work is complete, the L&I inspection and Seattle City Light inspection will be scheduled. Mr. Clouse also updated the Board on new development in the District and reported that the District will be raising the valves on 15<sup>th</sup> to accommodate the new paving project. Finally, Mr. Clouse announced the hiring of Thomas Brown as Utility Technician I. Mr. Brown will be starting May 16<sup>th</sup>.

Ms. Pottinger reported that she is in the process of drafting the CCR report and summer newsletter. She will have a draft for the Board at the May 16<sup>th</sup> meeting. Ms. Pottinger also indicated that she received an invoice from Cedar River Water District for \$1500 to pay for the consulting services of Mr. Steve Olencamp who is represents the water districts in the King County Growth Management Planning process. Each district pays part of Mr. Olencamp's fees for this service. Ms. Pottinger also reported she received a letter from the Highline Water District regarding \$620 in funds that were left in the Interim Water Group fund. They are looking to dissolve the fund and wondering what to do with the remaining assets. Ms. Pottinger will speak with the manager at Highline to talk about how to disperse the funds appropriately. Finally, Ms. Pottinger informed the Board that new employees will be ordering North City Water District apparel and she is planning a staff photo in June or July.

### **LEGAL REPORT**

District Attorney Joe Bennett left the meeting at 3:52PM. There was no legal report at this time.

### **COMMISSIONERS REPORT**

Commissioner Schoonmaker asked Operations Manger Denny Clouse to report on his meeting with the neighbors of the new pump station. Mr. Clouse indicated that the meeting went well and he was able to answer questions regarding landscaping and project completion schedule.

Commissioner Haines reported on her attendance with Commissioner Ricker at the Senior Center Fundraising Breakfast. She also helped hand out water and water bottles at the Million Step Challenge kick off at Paramount Park on Saturday April 29<sup>th</sup> with District Manager Diane Pottinger. Ms. Pottinger brought posters of the new maintenance facility and community members were able to view and ask questions. Commissioner Haines also reported that she thought the April 25<sup>th</sup> Neighborhood Meeting went well and there were good comments and questions. All the information from the meeting is now posted on the web-site.

Commissioner Ricker agreed that the Neighborhood Meeting was very positive. He is eagerly anticipating the reply from the City of Shoreline on the special use permit.

Finally, Executive Assistant Theresa Harrington reported on the North City Water District booth at the YMCA Healthy Kids Fair on Saturday, April 29<sup>th</sup>. She and Technician Harold Berger staffed the booth. Kids were challenged to "Rethink their Drink" and examine the amount of sugar in common beverages. They handed out 175 water bottles and distributed conservation information and leak detection kits.

### **ADJOURNMENT**

The meeting was adjourned at 3:56 pm.

The next Regular Meeting is Tuesday, May 16<sup>th</sup> at 3:00 pm at the North City Water District.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines