



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 5, 2017

The meeting was called to order at 3:00 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

Denny Clouse, Operations Manager

Theresa Harrington, Executive Assistant

Joe Bennett, District Attorney

PUBLIC COMMENT

District customer Virginia King was in attendance.

APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the minutes from the August 15, 2017 special meeting and Commissioner Haines seconded the motion. The motion passed unanimously and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 4719-4735 and 113930- 113971 in the amount \$86,118.74 from the maintenance fund and vouchers 268-270, in the amount of \$86,520.00 from the capital fund. Commissioner Schoonmaker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. 2017.09.15 A Resolution Approving the Purchase of a 2017 Kenworth T-440 Cubic yard Vacuum Catch Basin Cleaner Vehicle

Operations Manager Denny Clouse presented a resolution and bid for the purchase of a new vacuum truck. Mr. Clouse will be taking the old truck to auction. After discussion and consideration, the Board decided the District should first attempt to put the truck out to surplus. If the surplus process does not yield an acceptable value, the District will then move on to pursuing the auction option. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The commissioners and District Attorney signed the resolution

b. 2017.09.16 A Resolution Approving the WSEA with Ballinger Storage Partners

Operations Manager Denny Clouse presented a resolution to approve the WSEA with Ballinger Storage Partners. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved by the Board. The commissioners and District Attorney signed the resolution.

c. Reciprocal Payment Box/Arrangement with Ronald/City of Shoreline

District Manager Diane Pottinger shared an email from the General Manager at Ronald Wastewater regarding the payment drop-box arrangement between Ronald and the District. With the transition of RWD administrative staff to Shoreline City Hall on October 23, payment boxes will also be located at the City Hall. The Board discussed whether it made sense to continue the drop-box arrangement now that payments are being accepted at City Hall. In light of the very low numbers of customers who drop payments at Ronald, the Board concluded this service was no longer necessary.

MANAGER REPORTS

District Manager Diane Pottinger reported that Finance Manager Barb Shosten was working remotely today. She is preparing for the audit scheduled to begin on September 11.

Operations Manager Denny Clouse reported on the North City Pump Station status. The day of completion is scheduled for September 26th at this time, but a change order for the retaining wall may add additional days. Mr. Clouse will be bringing a change order to the Board at an upcoming meeting to remove a portion of Schedule B. He will also keep the Board apprised if there are additional changes. Mr. Clouse reported that he is working with the landscapers on final installation and maintenance

agreements for the site. Due to the power delays, plants have been onsite, but not installed for a number of months. Mr. Clouse also updated the Board on the status of the new maintenance building design. He has met several times with the team at Wagner and plans are developing on schedule. Wagner has recommended three-phase power for the site.

District Manager Diane Pottinger informed the Board that due to the Governor's declaration of a state of emergency, FEMA funds are available at this time. Ms. Pottinger inquired if the Board would be interested in pursuing a grant application to fund a generator for the maintenance building. Grants in amounts less than \$750,000 would not require a single audit. The Board agreed that Ms. Pottinger should submit an application. Ms. Pottinger also reported on her meeting with the manager of the Fircrest site. They talked about water system infrastructure, water use and the July laundry facility fire. Fircrest representatives indicated they had a debriefing with a City of Shoreline emergency planner on the issue as well. Ms. Pottinger will contact the emergency planner for notes from the debriefing. In other District business, Ms. Pottinger will continue working with Seattle City Light, AT&T and the other wireless carriers to clarify the power issues that delayed the pump station completion. In community news, Ms. Pottinger informed the Board that the Shoreline Chamber of Commerce has invited her to serve on their board. Though quite an honor, the commissioners and Ms. Pottinger agreed that present commitments would preclude her from accepting the invitation. Finally, Ms. Pottinger informed the Board that Lake Forest Park is hosting a community event this Saturday in Animal Acres Park where the District could be a community vendor. The Board agreed that this would be a valuable event to attend.

EXECUTIVE SESSION

The Board entered into Executive Session at 3:36 pm with Mr. Bennett to consider potential litigation, under RCW 42.30.110(1)(i) for 20 minutes. At 3:56 pm, the Board unanimously agreed to extend for an additional 10 minutes. The Board returned to regular session at 4:11 pm.

LEGAL REPORT

There was no legal report at this time.

COMMISSIONER REPORTS

Commissioner Schoonmaker reported that he would be calling in for the September 19 Board meeting, but will be present for the October 3 meeting.

Commissioner Haines reported that the August community events went well. District staff distributed conservation information and handed out water bottles. Staff also provided games and crafts for kids. The kids enjoyed the toss game and the District gave out over 500 water bottles between the Ice Cream Social and Celebrate Shoreline Events.

Commissioner Ricker reported on his attendance at the WASWD Board meeting.

ADJOURNMENT

The meeting concluded at 4:26 pm.

The next Regular Meeting is Tuesday, September 19 at 3:00 pm at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines