



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 17, 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
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Barb Shosten, Finance Manager
Denny Clouse, Operations Manger
Theresa Harrington, Executive Assistant

PUBLIC COMMENT

District customer Virginia King was present.

APPROVAL OF MINUTES

An amended copy of the minutes was distributed correcting a typo in the meeting date. Commissioner Schoonmaker made a motion to approve the amended minutes from the October 3 regular meeting and Commissioner Haines seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4768-4784 and 114052-114094 in the amount \$429,663.97 from the maintenance fund and vouchers 277-281, in the amount of \$44,085.00 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

Note: Two typos of a non-substantial nature were discovered in **Resolution 2017.10.20 Renaming the North City Pump Station to be the North City/Denny Clouse Pump Station** which was passed and signed by the Board of Commissioners at the October 3 regular meeting. Executive Assistant Theresa Harrington distributed a corrected version of the resolution for commissioners to sign.

a. Resolution 2017.09.17 Approving Amendment No. 2 Regarding the Contract with JW Fowler for CIP #2011-06: North City Pump Station

Operations Manager Denny Clouse presented the resolution for an amendment to the contract with JW Fowler for the North City Pump Station. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved by the Board. The commissioners signed the resolution.

b. Maintenance Building Update

Operations Manager Denny Clouse reported that he and the architect are meeting with permitting staff at the City of Shoreline to discuss the new requirement to file site and building permits at the same time for approval. Mr. Clouse will report back to the Board after the meeting. Ms. Pottinger reminded the Board that a public meeting on the landscaping and sidewalk planning for the new maintenance facility has been scheduled for November 15 at 7:00 pm. Announcement of the meeting will be included in the fourth quarter newsletter and door hangers will be distributed in the neighborhood surrounding the site. During the meeting the District will have on display site drawings, discuss and ask for input on landscaping and sidewalk planning, and share a timeline for the project. There will be ample opportunity for neighbors to ask questions and share concerns about the upcoming project.

c. Draft Newsletter

Ms. Pottinger distributed a draft of the winter newsletter. The commissioners reviewed.

MANAGER REPORTS

Finance Manager Barb Shosten reported that the audit is still wrapping up but all is going well. Ms. Shosten also reported that the auditors looked carefully at the District's new processes around the acceptance of credit card payments and they complimented Customer Care Specialist Paulyne Perez for

her excellent management and implementation of the process. Ms. Shosten and Ms. Pottinger are working on updating the District's Comprehensive Plan and updating the budget to span the three year period from 2018-2020. Rate increases will be applied after the Comprehensive Plan is completed. Finally, Ms. Shosten reported that water use for the month of August was considerably above budget projections which compensated for some lower usage months. Also, there is the potential for considerable connection charge income from current development projects throughout the District.

Operations Manger Denny Clouse updated the Board on a variety of development projects being planned throughout the District.

District Manager Diane Pottinger reported on her attendance at the Operating Board Meeting on October 5th. After a presentation on rates, need for clarification arose regarding who should be financially responsible for maintenance and mowing of the long grass in the SPU right of way. In addition Operating Board members required more information on some of the capital projects. Ms. Pottinger and several other Operating Board members will be submitting questions on behalf of the Operating Board to SPU for review in the upcoming week.

COMMISSIONER REPORTS

Commissioner Schoonmaker reported on his attendance at the Shoreline Chamber of Commerce lunch where the relocation of the post office was discussed. Commissioner Schoonmaker also informed the commissioners that he will join the November 7th Board meeting via phone.

Commissioner Haines reported on her attendance at the Shoreline City Council meeting where they discussed the city budget and new revenue possibilities including a city income tax. She also reported on the WASWD Section 4 meeting. Lastly, she reported on the Shoreline City Council candidate forum she attended and encouraged others to attend upcoming candidate forums.

Commissioner Ricker also reported on his attendance at the Lake Forest Park city wide meeting to review the sub-area plan with the community. The meeting was very well attended and spirited. He also reported on his attendance at the WASWD Section 4 meeting.

In conclusion, Ms. Pottinger informed the Board that a small ribbon cutting ceremony for members of the Public Works Board and State Legislators will be planned at the North City/Denny Clouse Pump station on November 28th pending final completion.

ADJOURNMENT

The meeting concluded at 4:19 pm.

The next Regular Meeting is Tuesday, November 7 at 3:00 pm at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines