



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 21, 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
Joe Bennett, District Attorney
Theresa Harrington, Executive Assistant

PUBLIC COMMENT

District customer Virginia King was present.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the November 7 regular meeting and Commissioner Schoonmaker 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 4802-4824 and 114142-114179 in the amount \$240,607.49 from the maintenance fund and vouchers 290-295, in the amount of \$12,033.34 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

- a. **2017.11.21 Resolution Accepting Amendment 3 for JW Fowler North City Pump Station**
Operations Manager Denny Clouse presented the Board with a resolution to accept amendment 3 for the contract with JW Fowler for the North City Pump Station. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved by the Board. The Board and District Attorney signed the resolution.
- b. **2017.11.22 Resolution Accepting the Streetlight agreement with the City of Shoreline**
Executive Assistant Theresa Harrington presented an amended resolution which corrected an error in the title. District Manager Diane Pottinger presented the Board with the amended resolution to accept the streetlight agreement with the City of Shoreline returning the responsibility of streetlight billing to the City. The Board reviewed the resolution. Commissioner Schoonmaker made a motion to approve the amended resolution, which was seconded by Commissioner Haines, and approved by the Board. The Board and District Attorney signed the resolution.
- c. **2017.11.23 Resolution approving the District's Shoreline Museum Membership**
District Manager Diane Pottinger presented the Board with a resolution to approve the District's membership to the Shoreline Museum. The Board reviewed the resolution. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. The Board and District Attorney signed the resolution.
- d. **2017.11.24 Resolution adding section 4.16 Summer Picnic and Sections 4.17 Annual State of the District/Employee Recognition Meeting to the Personnel manual.**
District Manager Diane Pottinger presented the Board with a resolution to add two sections to the District's Personnel Manual. The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved by the Board. The Board and District Attorney signed the resolution.
- e. **Recap of November 15th Neighborhood Meeting**
A neighborhood meeting was held on November 15th at 7:00 pm at the District office. Twelve members of the community, District staff and the architect team were present. The community

members heard a presentation from the design team on the project status and were asked to vote on possible options for sidewalks and trees. The Board reviewed the community input and will make a final decision at a future meeting.

f. Update on Inner local Agreement for Providing Usage Data to Sewer Utilities

District Manager Diane Pottinger researched inter local agreements that other Districts use to formalize the provision of water use data to sewer providers. The Board may want to consider formalizing the relationship with Ronald Wastewater District given their relationship with the City of Shoreline. Ms. Pottinger plans to draft an agreement between North City Water District and the City of Shoreline for Board review in December.

g. North City Pump Station Ribbon Cutting Event

Ms. Pottinger reported that 15 people have confirmed they will be attending the Ribbon Cutting Event planned for November 28th at 1:30 pm. Members of the Department of Health, Public Works Board, State Representatives, State Senators and the contractors as well as District staff will be in attendance. Ms. Pottinger shared with the Board a handout on the history of the project for review. She then went over the agenda for the event.

h. Review SPU's Water Shortage Contingency Plan

Ms. Pottinger reviewed with the Board the timeline of events that took place the last time the Water Shortage Contingency Plan was activated back in 2015. The Board had a discussion about the draft updated plan provided by SPU and agreed to review it in detail and prepare comments by the January deadline.

MANAGER REPORTS

Finance Manager Barb Shosten reported that the audit is complete and North City Water District received two clean audit reports. There were a few recommendation made as exit items which Ms. Shosten and staff will review. Commissioner Ricker met with the auditors for the exit interview. An important take away from this years' audit is that even if the District hires outside consultants to provide expertise on areas such as payroll and taxes, the District will be held accountable final work product. This means District staff will need to invest in ongoing training to remain current on changing laws and regulations. She also reported on the electronic software package, Paychex and how the staff are utilizing the program. The District Manager will work with the Senior Accountant to serve as a backup to the payroll system. Finally, the accounts payable function has transitioned to the Customer Care Specialist. As the transition of daily duties is complete, Ms. Shosten will work away from the office on specific projects until retirement later this year.

Operating Manager Denny Clouse reported on two WSEA's that are almost ready to Board signatures: one for Arabella II and a second for the redevelopment of the post office property. In addition, the Sunrise 11 project is nearing close out and final documents should be ready at the December 19th meeting.

District Manager Diane Pottinger provided the Board with a written manager's report, which was included in the meeting packet. She reported to the Board that she communicated with both the City of Shoreline and Seattle Public Utilities (SPU) regarding service to Holyhood Commentary included in the SPU franchise agreement. While the District has always provided water service to this area, it has not been annexed to the District so it is not included in the corporate area. Both the corporate area and service area boundaries are contained in the District's Water System Plan. This area, and a few others that the District is serving, will be identified for annexation in the next water system plan.

Ms. Pottinger reported that she is working on an agenda for the joint meeting between the North City Water District and the Shoreline Fire Department. In addition, she and Mr. Clouse are working on a contract with CHS to update the District's Water System Plan and should have a draft for the Board at the next meeting.

COMMISSIONER REPORTS

Commissioner Ricker reported on his attendance at the Section 4 meeting where the King County Franchise Agreement was discussed. WASWD is pursuing possible legal action and WASWD members may be asked to contribute to the financial costs of such action. Comment period runs through December 7th.

Commissioner Haines reported on her attendance at the November 20 Shoreline City Council meeting where the property tax increase was discussed.

Commissioner Schoonmaker had no report at this time.

EXECUTIVE SESSION

The Board went into Executive Session at 4:47 pm for the purpose of considering a personnel matter, under RCW 42.30.110 (1)(g) to discuss the District Manager's performance evaluation. The Executive Session ended at 4:55 pm and the meeting resumed.

ADJOURNMENT

The meeting concluded at 4:55 pm.

The next Regular meeting is December 5th at 3:00 pm at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines