



## MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

December 27, 2016

North City Water District Board Room

The meeting was called to order at 3:00 pm

### **Commissioners Present**

Commissioner Ron Ricker

Commissioner Larry Schoonmaker (Via Phone)

Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager

Barb Shosten, Finance Manager

Denny Clouse, Operations Manager

Theresa Harrington, Executive Assistant

Jesse Foss, Utility Person III

Joe Bennett, District Attorney

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the minutes from the December 6<sup>th</sup> regular meeting, December 15<sup>th</sup> special meeting, and the December 20<sup>th</sup> regular meeting. Commissioner Ricker seconded the motion, which passed. Commissioner Haines and Commissioner Ricker signed the minutes.

### **OLD/NEW BUSINESS**

#### **a. Resolution 2016.12.35 Two year Operating Budget, Wage Matrix and 2017-2022 Capital Improvement Program**

District Manager Diane Pottinger and Finance Manager Barb Shosten presented the Board with a resolution to approve the two-year operating budget, wage matrix and 2017-2022 capital improvement program. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. Commissioner Haines, Commissioner Ricker and District Attorney Joe Bennett signed the resolution.

#### **b. Resolution 2016.12.36 Amending Appendix 3A of the NCWD Code**

District Manager Diane Pottinger presented the Board with a resolution to amend Appendix 3A (Interim): District Fees, Charges and Penalties Effective as of 1-1-2017. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. Commissioner Haines, Commissioner Ricker and District Attorney Joe Bennett signed the resolution.

#### **\*Commissioner Schoonmaker joined the meeting by telephone at 3:08PM**

#### **c. Resolution 2016.12.37 Ratifying Contract with AFLAC for Supplemental Insurance**

District Manager Diane Pottinger presented the board with a resolution to ratify the contract with AFLAC for supplemental insurance. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved unanimously by the Board. Commissioner Haines, Commissioner Ricker and District Attorney Joe Bennett signed the resolution.

#### **d. Board Meeting Dates and Times for 2017**

As indicated in the North City Water District Code, the Board of Commissioners will hold public meetings on the first and third Tuesdays of each month at 3:00pm. The Board reviewed the proposed dates for 2017. The following exceptions were made:

- The Tuesday, May 2<sup>nd</sup> Board of Commissioner meeting will be moved to **Monday, May 1<sup>st</sup>** as the Commissioner and Managers will be attending the Pacific Northwest Section of the American Water Works Association Conference in Kennewick on May 2<sup>nd</sup>.
- The Tuesday, July 4<sup>th</sup> Board of Commissioner meeting will be moved to **Wednesday, July 5<sup>th</sup>** due to the July 4<sup>th</sup> holiday.
- The Tuesday, August 15<sup>th</sup> Board of Commissioners meeting will be moved to **Monday, August 14<sup>th</sup>** due to the North City Jazz Walk scheduled for August 15<sup>th</sup>.

Commissioner Haines made a motion to approve the meeting dates for 2017. Commissioner Ricker seconded the motion, which passed unanimously. The meeting dates will be posted on the District's website.

**MANAGER’S REPORT**

Ms. Shosten reported that the completion of the two-year budget and implementation of the e-payment system were major accomplishments this year. Ms. Shosten also reported that the finance and customer service staff will be making some workload transitions in the upcoming year. The District will be outsourcing some of its payroll function and the customer services specialists will be trained to handle the AP function.

Operations Manager Denny Clouse reported that the North City Pump Station is 82% complete. There is a skylight that still needs to be completed and some issues with power that he is working to resolve. They will be adding pipes and filling them with water next week. In response to the concerns brought to the Board of Commissioners by customer Jack Tonkin at the December 6<sup>th</sup> Board meeting, Mr. Clouse informed the Board that he has prepared a detailed summary of the property and its water use. Commissioner Ricker and Mr. Clouse will arrange a meeting with Mr. Tonkin to review the information

Ms. Pottinger shared an e-mail exchange from WASWD regarding potential legal work regarding the proposed King County franchise fee ordinance. This ordinance would charge a franchise fee to utilities based on the linear feet of pipes or wires that fall within the County’s right of way. Ms. Pottinger informed the Board that North City Water District has approximately 10,000 ft of pipes that would be subject to such a charge. WASWD is asking if member District’s would be willing to share in the cost of legal work to challenge this ordinance. The Board discussed the matter and decided they would be willing to make a financial contribution to the effort in an amount yet to be determined. Ms. Pottinger indicated she would share that with the Executive Director of WASWD. Ms. Pottinger also reported on recent meetings with State Senator Maralyn Chase and State Representative Cindy Ryu to discuss upcoming legislative issues which may have an impact on the District. Finally, she reported that work continues with Sound Transit to finalize the contract for work surrounding the Lynnwood Link Light Rail line within our corporate boundary.

**LEGAL REPORT**

There was no legal report at this time.

**COMMISSIONERS’ REPORTS**

Commissioner Ricker reported on his attendance at the WAWSD Board meeting. There was an update on Hirst decision in a Supreme Court case in Whatcom County regarding water rights and well water statewide. In addition, there is potential federal funding available for capital funds for critical needs analysis reports. Requests for funding of such reports should be submitted soon by interested Districts. Commissioner Ricker also asked Mr. Clouse if he would continue to serve on the Scholarship Committee. Mr. Clouse indicated he would. Commissioner Ricker reported that there will be a letter arriving from WAWSD requesting input from member districts on the proposed initiatives for the WASWD in the upcoming year.

Commissioner Haines had no report at this time.

Commissioner Schoonmaker had no report at this time.

**ADJOURNMENT**

The meeting was adjourned at 3:37PM.

The next Regular Meeting is Tuesday, January 3rd at 3:00 p.m. at the North City Water District.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines