



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 2, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

President Ron Ricker
Commissioner Larry Schoonmaker
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Barb Shosten, Finance Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

Mr. Tom Dillon (a local architect, representing developer Roger Ricks) and Mr. Thomas Beeks (a local real estate developer) expressed their concerns over the North City Water District's connection charges for water service. District Manager also presented the Board copies of emails that had been sent the previous day by Mr. Ricks. The Commissioners, District Manager and Operations Manager listened to their concerns and indicated that a connection charge update is scheduled to be occurring later this year, that they would let them know then that study is complete and what, if any changes, would be for the connection charges. They thanked Mr. Beeks and Mr. Dillon for sharing their concerns.

APPROVAL OF MINUTES

The Executive Assistant presented Amendment Minutes for the Board's consideration. Commissioner Haines made a motion to approve the amended minutes from the January 16, 2016 Regular Board. Commissioner Schoonmaker seconded the motion, which passed unanimously.

Commissioner Schoonmaker made a motion to approve the January 21, 2016 Special Meeting Minutes. Commissioner Ricker seconded the motion, and it passed unanimously.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers 112373-112415 and voucher numbers 4101-4116 in the amount of \$182,578.75 from the maintenance fund and vouchers 00114-00121 from the construction fund in the amount of \$205,160.29. Commissioner Haines seconded the motion, which then passed unanimously. The Board signed the vouchers.

NEW / OLD BUSINESS

Personnel Manual Update – Part 1: Ms. Pottinger presented the Board with the first part of the Personnel Manual Update for the Board review through Section 200. The staff had met and reviewed the proposed changes (change the name Shoreline Water District to the North City Water District).

Social Media –Ms. Pottinger discussed the North City Water District social media presence (website, Face book page, and on Nextdoor.com) and how the District intends to update and respond to questions on these sites.

MANAGER'S REPORT

Ms. Shosten reported that she is proceeding with the Financial Statements. She is also continuing her work in looking at an e-payment system. She affirmed that the District would be updating the Connection Charge after the audit is complete.

Mr. Clouse discussed the status of North City Pump Station project. He also reported on the pre-application meeting with Prevail and indicated he would be attending the Annual Capital Projects meeting with the City of Shoreline next week. Mr. Clouse also reported that the he had just submitted a DWSRF withdrawal and expected to have just one more later this spring.

Ms. Pottinger introduced the new part-time Executive Assistant, Theresa Harrington who started work Feb. 1st. She also invited Commissioners to attend the Puget Sound Regional Council meeting next Monday in Alderwood at 5:00PM. Ms. Pottinger shared some e-mails complementing the North City Water District service crew members.

Ms. Pottinger discussed recent inquiries that had come out through the Association. Ms. Pottinger reported on several upcoming events and meetings. Ms. Pottinger will be attending the Public Works meeting in Olympia on Friday and testifying at the House on behalf of the Public Works Board. She reminded the Board about the new location for the upcoming Operating Board Meeting on Thursday and offered rides to those Commissioners that would be attending.

EXECUATIVE SESSION

The Board entered into Executive Session at 4:10pm with Mr. Bennett to discuss personnel matters in accordance with RCW 42.30.110(1)(g) for 20 minutes. At the end of 14 minutes, the Board called in Ms. Pottinger for the remainder of the session. The Board returned to regular session at 4:30 pm.

LEGAL REPORT

Mr. Bennett reported on the recent WASWD Commissioners Workshop and the feedback he had received from his presentation.

COMMISSIONERS REPORT

Commissioners Haines and Ricker reported on the Ballinger Neighborhood Association Meeting they attended on February 1st at the North City Water District. They reported that the neighborhood a lively discussion and citizen concerns expressed about the City's proposed Maintenance Building

Commissioner Ricker reported on the recent WASWD Commissioners Workshop, Section IV meeting and the District's meeting with Lake Forest Park Councilmember Mark Phillips. He requested that Ms. Pottinger send a note to Mr. Phillips thanking him for attending. He also proposed the District staff put together an educational powerpoint as a possible alternative to the physical tours.

NEXT MEETING

The next Regular Meeting is Tuesday, February 16, 2016 at 3:00 pm at the North City Water District.

ADJOURNMENT

The meeting was adjourned at 4:53p.m.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines