



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 16, 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

### **PUBLIC COMMENT**

An interested community member, Diane was present. She inquired about whether or not the District will be implementing an electronic bill payment process in the near future. Financial Manger Barb Shosten indicated the District is currently investigating this option.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the February 2, 2016 Regular Meeting Minutes. Commissioner Schoonmaker seconded the motion, and it passed unanimously. The Board signed the minutes.

### **APPROVAL OF VOUCHERS**

Commissioner Haines made a motion to approve vouchers 112417-112456, and voucher numbers 4117-4132 in the amount of \$143,050.44 from the maintenance fund and vouchers 00122-00125 from the construction fund in the amount of \$51,472.66. Commissioner Schoonmaker seconded the motion, which then passed unanimously. The Board signed the vouchers.

### **NEW BUSINESS**

**Fix-a-Leak Challenge 2016.** Executive Assistant Theresa Harrington shared a memo with the Commissioners reviewing the past success of the Fix-a-Leak Challenge program. This is a public education and conservation program conducted in partnership with the Seattle Public Utilities and the Shoreline area schools. The Board discussed the proposed prizes for 2016, which amount to \$1000 in school supplies and pizza parties. Ms. Shosten indicated the program and prizes were included in the budget and the Commissioners agreed that the program and prize structure fit with the District's mission and should continue as planned in 2016.

### **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. The District is on track to be ready for the annual audit in June and the final federal audit should occur sometime this summer wrapping up the federal grant process.

Mr. Clouse reported that the roof at the maintenance shop has significant leaks and the District requested a mold test be undertaken. The tests were completed and no dangerous mold levels were detected.

Clean up procedures were recommended by the laboratory which ~~had~~ have been completed by District staff. Mr. Clouse indicated the roof will need to be repaired and that he had obtained bid six months ago ranging from \$26,000 - \$44,000 for the work. Ms. Pottinger indicated that if the work were to proceed, then funds would need to be diverted from an existing capital project in the 2016 budget, as roof repair was not included in the 2016 budget. She agreed to bring back more information to the Board regarding recommendations at a later meeting

Mr. Clouse also reported on the progress of the North City Pump Station Project. The project is moving along quickly now and Mr. Clouse brought photos of the site for the Commissioners to review. He also discussed a potential WSEA agreement for property 10<sup>th</sup> Ave NE and NE 185th St.

Joe Bennett, District Attorney (Arrived at 3:37)

Ms. Pottinger reported on her meeting with the Pastor at Northwest Church regarding the status of their project. The Church would like to be in their new facility by late May. Following the Church's departure from the site, some crew members will move into that location at that time, but a complete transition to a maintenance facility will not be finalized until 2018.

Ms. Pottinger also reported on various community meetings she had attended including the Operating Board Meeting, the Public Works Board Meeting, WASWD Section IV meeting, a meeting with the Public Works Director at the City of Shoreline and a Chamber of Commerce meeting. Ms. Pottinger shared that she has received some inquiries from business and community members about water quality concerns in light of the situation in Flint, MI. The Commissioners encouraged Ms. Pottinger to bring the last Consumer Confidence Report to the next Rotary meeting to educate the community about our water delivery system. Lastly, Ms. Pottinger thanked Ms. Shosten for the excellent and accessible financial information she had prepared for the District. This information was very useful when speaking with legislators in Olympia.

### **LEGAL REPORT**

Mr. Bennett had no report at this time.

### **COMMISSIONERS REPORT**

Commissioners Schoonmaker and Ricker reported on the Puget Sound Regional Council Meeting held in Alderwood.

Commissioner Haines reported a recently attended City Council Meeting where the 145<sup>th</sup> street project and light rail were discussed.

Commissioner Ricker shared a "How to Contact Your Legislator" information sheet and spoke about the WASWD Government Relations Committee Meeting he attended. There is currently little active legislation in process. Commissioner Ricker brought up a concern about liability issues concerning water shut off for non-payment and fire issues. Commissioner Ricker reminded everyone that there is an existing RCW which exempts the District from liability in this situation. A thoughtful discussion ensued about fire systems and new development within the District. The Commissioners encouraged good communications with the public about these issues in the form of a brochure or newsletter article.

### **EXECUTIVE SESSION**

The Board entered into Executive Session at 4:08pm with Mr. Bennett to discuss personnel matters in accordance with RCW 42.30.110(1)(g) for 20 minutes. At the end of the 20 minute session, the Board extended the Executive Session for an additional 10 minutes and asked that Ms. Pottinger join them. The Board returned to regular session at 4:38 pm.

### **OLD BUSINESS**

**Resolution 2016.02.07 Approving the Salary for the District Manager for 2016.** Upon returning from the Executive session, Commissioner Schoonmaker made a motion to approve Resolution 2016.02.07. Commissioner Haines seconded the motion and the resolution passed.

### **NEXT MEETING**

The next Regular Meeting is Tuesday, March 1, 2016 at 3:00 pm at the North City Water District.

### **ADJOURNMENT**

The meeting was adjourned at 4:46p.m.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines