



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 1, 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

Reverend Philmont Botic of the New Church attended the meeting. Rev. Botic has made a facilities use request to the District for use of the Board Room on Sundays. The Board listened to his request and invited him to stay to hear the discussion on the Board Room Use policy scheduled for later in the meeting.

APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the February 16, 2016 Regular Meeting Minutes. Commissioner Haines seconded the motion, and it passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers 112457-112487, and voucher numbers 4133-4149 in the amount of \$87,323.75 from the maintenance fund and vouchers 00126-00132 from the construction fund in the amount of \$161,932.70. Commissioner Schoonmaker seconded the motion, which then passed unanimously. The Board signed the vouchers.

NEW BUSINESS

- a. **Resolution 2016.032.08: Authorizing the Second Amendment to the Communication Site Lease with T-Mobile West LLC.**

District Manager Diane Pottinger reported on the lease amendment with T-Mobile concerning an equipment change to the existing lease. She reported that the lease amendment had been finalized and presented **Resolution 2016.03.08** authorizing the signing of the lease agreement. The Commissioners reviewed the lease and resolution. Commissioner Schoonmaker motioned to approve the resolution and Commissioner Haines seconded the motion which then passed unanimously. The Board then signed the resolution.

- b. **Board Room Use Policy:** Executive Assistant Theresa Harrington presented a memo summarizing the use of the District Board Room by community groups for the past two years and a copy of **Resolution 2013.07.29 (Authorizing Public Use of District's Administration Building And Establishing Policies and Procedures Governing Such Use)** for Board review. A discussion ensued on the impact of after-hours room usage, requests for reoccurring room use, insurance requirements and building security issues. The Commissioners were in agreement that District staff should gather information on the above issues and present recommendations for policy clarifications and form updates to create a clear and consistent policy which responds to the issues discussed.

MANAGER'S REPORT

Ms. Shosten reported that after a careful review, a vendor has been selected to implement an e-payment system for the District. Springbrook was selected as it can provide an integrated real time payment system at a competitive rate. Ms. Shosten will bring the vendor contract to the Board at the next meeting for review. Ms. Shosten also reported that she has completed the Connection Charge Study and expects to discuss it at the next Board meeting.

Mr. Clouse reported on the progress of the North City Pump Station Project. Rain has delayed the pouring of the floor, but it will be completed as soon as weather allows. In addition, Mr. Clouse reported on several pre-application meetings he had recently attended with the City of Shoreline.

Ms. Pottinger reported that she is continuing her review of the District Code and will keep the Board informed on the progress. She also reported on the Rotary meeting that she and Commissioner Haines attended and the proposed impact to the Municipal Research and Services Center (MRSC) in the Senate Budget proposal. Ms. Pottinger shared that a request was made by the Richmond Neighborhood Association for the District's participation in the Million Step Challenge at Paramount Park on April 30th which is the same date as the YMCA Healthy Kids event. District staff will discuss how to manage these events. Ms. Pottinger also shared information about water utility rates discussed in NPR by the Food and Water Watch Organization and an article about potential rate increases in the Kent Reporter.

LEGAL REPORT

Mr. Bennett was not in attendance and there was no report at this time.

COMMISSIONERS REPORT

Commissioner Schoonmaker reported on his attendance at the February 29th Shoreline City Council Meeting where the Pt. Wells property sale and the Transportation Impact Fee were discussed.

Commissioner Haines reported on her attendance at the February 22nd Shoreline City Council Meeting, the Rotary meeting and Senator Chase's Town Hall meeting on February 27th. At this meeting, there was discussion of the legislature discontinuing funding for the Public Work Assistance Account. Commissioner Haines expressed that this is a vital fund that assists small districts and cities in completing much needed capital projects.

Commissioner Ricker spoke about the WASWD meetings he attended. He reported that the Omnibus Bill did not make it through committee. He also shared that the agenda for the WASWD Spring Conference has been posted.

ADJOURNMENT

The meeting was adjourned at 4:50p.m.

NEXT MEETING

The next Regular Meeting is Tuesday, March 15, 2016 at 3:00 pm at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines