



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 15, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

President Ron Ricker

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

A Revised Agenda was presented to the Board to include Resolutions 2016.03.10 and 2016.03.11. Ms. Pottinger reminded the Board that there will be three weeks until the next business meeting and the developer for the Sunrise Eleven project, who came in late on Friday, would like to begin his project before the next business meeting. The Board agreed with the Revised Agenda.

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the March 1, 2016 Regular Meeting Minutes.

Commissioner Ricker seconded the motion, and it passed unanimously. The Board signed the minutes.

Commissioner Shoonmaker arrived at 3:02PM.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 4150-4166 and voucher numbers 112488-112527, in the amount of \$249,265.79 from the maintenance fund and vouchers 00133-00137 from the construction fund in the amount of \$7,681.55. Commissioner Schoonmaker seconded the motion, which then passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

a. Resolution 2016.03.09: Authorizing the Purchase of the Accela Web Payment with Interactive Voice Response (IVR) Software.

District Manager Diane Pottinger and Finance Manager Barb Shosten presented the Resolution to authorize purchase of software which will allow for e-payment receipt at the District and through the District website. Commissioner Haines made a motion to approve. Commissioner Schoonmaker seconded the motion. The motion was approved and the Board signed the Resolution.

b. Resolution 2016.03.10: Amending the NCWDC Section 4.01.010 to add a Provision Regarding Meter Size.:

District Manager Diane Pottinger brought to the Board a Resolution requesting that the District Code be amended to specify that the District will use the meter size requirements of the Uniform Plumbing Code for its design requirements. The Board reviewed the Resolution. Commissioner Schoonmaker moved to approve the Resolution. Commissioner Haines seconded the motion. The motion was approved and the Board signed the Resolution.

c. Resolution 2016.03.11: Approving a WSEA with Sunrise Eleven (60 unit) Associates, LLC.

District Manager Diane Pottinger brought to the Board a Resolution requesting the approval of the WSEA with Sunrise Eleven. The Board reviewed the resolution. Commissioner Schoonmaker moved to approve the Resolution. Commissioner Haines seconded the motion. The motion was approved and the Board signed the Resolution.

d. Connection Charge Study –

In light of the length of this presentation, and the full nature of the agenda, Finance Manager Barb Shosten requested a Special Meeting/Workshop be scheduled. This meeting will be dedicated to the Connection Charge Study. The Special Meeting/Workshop was scheduled for Tuesday, March 29th beginning at 10:00AM at the District Office.

e. Board Room Use Policy (continued discussion from last meeting)

Executive Assistant Theresa Harrington presented the Board with a memo outlining the areas for consideration in updating the Board Room Use Policy and Facilities Use Agreement Form. Commissioners directed staff to bring back a new Building Use Policy and Facility Use Agreement and forward it to the District Attorney for legal review. A draft will be presented for Board review at the April 5th meeting.

f. Personnel Manual Update – part 2

Ms. Pottinger provided the Board with a memo proposing updates and or changes to six areas of the Personnel Manual; holidays, overtime compensation, sick leave cash out, minimum vacation balance, deferred compensation matching, and compensation time bank.

After much discussion, it was decided that a Special Meeting of the Board would be called on Tuesday, March 22, 2016 to discuss these issues. Ms. Pottinger was asked to bring back to the Board further information on the impact to staff and financial implication for the District of these particular changes. In addition, information on the policies of other Districts will be provided to establish industry standards in these areas.

MANAGER'S REPORT

Ms. Shosten informed the Board that she will make a complete presentation on the Connection Charge Study at a Special Meeting scheduled for March 29th at 10am. She anticipates a 3-4 hour presentation.

Mr. Clouse reported on the progress of the North City Pump Station Project. The concrete will arrive tomorrow and the main beam will arrive soon. He expects to begin working on the Sunrise 11 project later this week.

Ms. Pottinger reported on her meeting with the School District, the Newsletter distribution and upcoming community outreach events including the YMCA Healthy Kids Fair and the Million Steps March scheduled at the end of April.

LEGAL REPORT

There was not legal report at this time.

COMMISSIONERS REPORT

Commissioner Schoonmaker reported on his attendance at the Shoreline School Board meeting last night.

Commissioner Haines had no report at this time.

Commissioner Ricker had no report at this time.

ADJOURNMENT

The meeting was adjourned at 5:09 p.m.

NEXT MEETING

The next Special Meeting is Tuesday, March 22, 2016 at 3:00 pm at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines