



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

April 19, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

President Ron Ricker
Commissioner Shoonmaker
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

No members of the public were present.

APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the April 5th Regular Meeting Minutes and the April 8th Special Meeting Minutes. Commissioner Haines seconded the motion, and it passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker called for questions on the vouchers. Commissioner Shoonmaker asked for details on two new payees and staff responded. Commissioner Shoonmaker made a motion to approve vouchers number 4148-4200 and voucher numbers 112568-112616, in the amount of \$313,201.70 from the maintenance fund. Commissioner Haines seconded the motion, which then passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

a. Connection Charge Study-continued

Finance Manager Barb Shosten passed out a summary of the policy questions raised at the April 8th Special Meeting regarding the Connection Charge Study and an explanation of the policy decisions arrived at through Commissioner comment and Manager recommendations. The Board discussed and affirmed the policy decisions outlined. The Board directed staff to bring back a resolution to the next meeting to adopt the new Connection Charges.

b. Personnel Manual Update – part 5

District Manager Diane Pottinger presented the updated version of Sections 500 through 700 of the Personnel Manual which contained the changes resulting from the past discussion of the Board, District Managers and District Staff.

Ms. Pottinger proposed two additional changes that were not in the mark up.

- **Section 512, Payment for Non-Travel Expenses, Paragraph B Alternatives for Payment.** She proposed the removal of “other than the Finance Manager” in reference to the use of District charge cards. Staff confirmed multiple reviews are made prior to any approving any expenses.
- **502 Work Schedule.** Ms. Pottinger proposed that any work schedules that vary from what is in the personnel manual will be documented, signed by the employee and manager and included within the employees personnel manual once the personnel manual is adopted.

The Board discussed and affirmed the proposed changes. Ms. Pottinger will forward the updated Personnel Manual to Enduris and HRA VEBA for review and will return to the Board with a resolution for approval of the updated manual in May.

MANAGER'S REPORT

Ms. Shosten reported that after wrapping up the Connection Charge Study she will work on the Financial Statements and prepare for the audit.

Mr. Clouse reported that the Pump Station construction will be delayed by three weeks as the Steel Fabrication Company went bankrupt. He also reported that the water tank is dry and will be inspected soon. In addition, the District staff will be doing large meter testing this week.

Ms. Pottinger reported on the Operating Board's Wholesale Financial and Rate Setting workshop and new communication list. She reviewed the upcoming PNWS Conference in May and logistics. In addition, Ms. Pottinger reported that the Governor signed the State of Washington's Operating Budget but vetoed the section of the budget that would have removed all funding from the Public Works Trust Fund as he said it would be up to future legislators to determine the future of the fund. She provided a recap of the manager's meeting at the recent WASWD conference.

Due to upcoming events and conferences, Ms. Pottinger proposed changing the dates for three of the upcoming Commissioner Meetings.

- Change the Tuesday, May 3rd Regular Meeting to Monday, May 2nd Special Meeting - Due to the PNWS Conference in Boise.
- Change the Tuesday June 21st Regular Meeting to Tuesday June 14th Regular Meeting – Due to a lack of a quorum.
- Change the Tuesday, August 16th Regular Meeting to Monday, August 15th Regular Meeting– Due to the North City Jazz Walk.

A resolution will be brought to the Special Meeting on May 2nd to officially change the Regular Meeting dates and times.

EXECUTIVE SESSION

The Board went into Executive Session for Real Estate – RCW 42.30.110(1) (c) and Personnel – RCW 42.30.110(1) (g) at 4:03. The Commissioner, District Manager and District Attorney remained in Executive Session for 30 minutes. The meeting resumed at 4:33 and Executive Assistant Theresa Harrington rejoined the meeting.

LEGAL REPORT

There was no legal report at this time.

COMMISSIONERS REPORT

The Commissioners reported on the WAWSD Conference in Yakima and training opportunities provided there.

ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

NEXT MEETING

The next Special Meeting is Monday, May 2nd at 3:00PM at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines