



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

May 2, 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
Harold Berge, Utility Person III (Joined at 3:20PM)

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the April 19th Regular Meeting Minute. 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 number 4201-4217 and voucher numbers 112617-112651, in the amount of \$82,333.80 from the maintenance fund and voucher numbers 144-148, in the amount of 231,533.58 from the capital fund. Commissioner Shoonmaker seconded the motion, which then passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

a. **Resolution 2016.05.13** – Increase in the Contract amount with Mayes Testing Engineers for additional inspection of the North City Pump Station.

Operations Manager Denny Clouse presented a Resolution to extend the contract with Mayes Testing and Engineers through June to cover the remaining special inspections needed to complete the North City Pump Station project. The Board reviewed and discussed the resolution and contract. Commissioner Shoonmaker motioned to approve the resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution.

*Staff member Harold Berge joined the meeting at 3:20PM

b. **Resolution 2016.05.14** – Updating the Policies and Procedures for Public Use of the District's Administration Building.

District Manager Diane Pottinger and Executive Assistant Theresa Harrington presented a Resolution to update the policies and procedures governing the use of the District Administration Building by outside groups. The Commissioners reviewed and discussed the new policies and procedures. Commissioner Shoonmaker motioned to approve the resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution.

c. **Resolution 2016.05.15** – Approving a new Contract with SecurComputing for Information Technology Services.

District Manager Diane Pottinger presented a Resolution to adopt a new contract from the District IT contractor SecurComputing. The Commissioners reviewed the contract. Commissioner Shoonmaker motioned to approve the resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution.

MANAGER'S REPORT

Ms. Shosten reported she is working on completing the financial statements.

Ms. Pottinger shared that a thank you note had been sent by a rate payer acknowledging a District Customer Service Specialist for her kind and courteous assistance. The note will be framed and presented to the employee. Seattle Public Utility has requested comment from wholesale water purchasers regarding their Capital Improvement Project list. Ms. Pottinger, along with representative from other utilities, have submitted comments to SPU regarding the Capital Improvement Projects. Of separate note, the District has been getting some questions and e-mails regarding the recent news stories about lead levels in the water at Tacoma and Seattle area schools. Information has been posted on the District website assuring customers that the NCWD piping system does not contain lead, information on how water quality is tested and further information for customers on how to evaluate their home piping and water if they have additional concerns. Ms. Pottinger is expecting to bring back resolutions for adopting the updated Connection Charge, Personnel Manual and draft of the 2015 Consumer Confidence Report. Ms. Pottinger reported that the District filled and passed out water bottles to participants of the Shoreline Million Step Challenge at Paramount Park on April 30th.

Mr. Clouse reported that a new steel company has been employed to complete the steel work for the new North City Pump Station. Work is progressing well.

COMMISSIONERS REPORT

Commissioner Shoonmaker had no report at this time.

Commissioner Haines reported on a breakfast at the Senior Center that she, Mr. Schoonmaker and Ms. Pottinger attended. The Senior Center appreciated the support of NCWD.

Commissioner Ricker reported that the NCWD had a booth at the Healthy Kids Day event at the Dale Turner YMCA this past Saturday. The event was well attended and well received.

Staff member Harold Berge inquired on the timeline for moving into the church property that has been purchased for the new maintenance facility. Ms. Pottinger indicated that it looked like the property would be vacated something in late June. Discussion ensued on the logistics and timeline for the project.

ADJOURNMENT

The meeting was adjourned at 4:09p.m.

RECONVIENED

Ms. Pottinger received a phone call from the District IT contractor SecureComputing immediately after adjournment. The content of the call resulted in a non-material change to the contract approved by **Resolution 2016.05.15**.

Commissioner Ricker reconvened the meeting at 4:19PM.

District Manager Diane Pottinger, Commissioner Ron Ricker, Commissioner Charlotte Haines, Commissioner Larry Shoonmaker, District Attorney Joe Bennett and Executive Assistant, Theresa Harrington were present.

The non-material change to the contract was noted, reviewed and discussed. Commissioner Shoonmaker moved to accept the non-material change to the contract and accept the revised Exhibit A to Resolution 2016.05.15 Approving a new Contract with SecureComputing for Information Technology Services. Commissioner Haines seconded the motion. The motion passed unanimously.

The meeting was concluded at 4:25PM

The next Regular Meeting is Tuesday, May 17th at 3:00PM at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines