



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 17, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

President Ron Ricker

Commissioner Shoonmaker (via phone)

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

Val Tokumoto, Field Inspector/Project Manager

An amended Agenda was handed out prior to the start of the meeting.

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

Copies of the corrected minutes were distributed. Commissioner Haines made a motion to approve the May 2nd Special Meeting Minutes as corrected. Commissioner Ricker seconded the motion, and it passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Shoonmaker made a motion to approve vouchers number 4218-4234 and voucher numbers 112652-112692, in the amount of \$131,332.04 from the maintenance fund and voucher numbers 149-151, in the amount of \$32,179.31 from the capital fund. Commissioner Haines seconded the motion, which then passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

- a. **Resolution 2016.05.16** – Approving Increase in Contract for Legal Services with Phillip Burgess PLLC. District Manager Diane Pottinger reported that more attorney hours are needed to complete the code update project, and presented a resolution to approve the additional expenditure. The Commissioners discussed the project and terms of the extension. Commissioner Haines motioned to approve the resolution and Commissioner Ricker seconded. The motion passed unanimously. The Board signed the resolution.
- b. **Resolution 2016.05.17** – Establishing Criteria and a Procedure for Naming or Renaming North City Water District Facilities - District Manager Diane Pottinger presented a resolution outlining District policy for naming or renaming the District facilities. Commissioner Shoonmaker motioned to approve the resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution.
- c. **Resolution 2016.05.18** – Increasing the Inspection Contract with Mayes Testing Engineers for CIP #2011-06: North City Pump Station - Operations Manager Denny Clouse presented a resolution to extend the contract with Mayes Testing Engineers to complete additional required inspections not included in the prior contract amendment. Commissioner Shoonmaker motioned to approve the resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution.
- d. **Resolution 2016.05.19** – Adopting Chapters 3.01 and 3.02 and Appendix 3B of the NCWDC and Amending Appendix 3A of the NCWDC –Upon discussion, the Board asked that this resolution be brought back to the Board at the next regularly scheduled meeting.

MANAGER'S REPORT

Ms. Shosten reported she is completing the financial statements which are due on May 27th. She also reported that District Accountant Amalia Mostralas will be attending the GFOA conference in Toronto the week of May 22nd. Additionally, the e-payment system implementation will be delayed until late summer.

Mr. Clouse reported on the progress of two projects: the Pump Station project (the steel is scheduled for delivery on June 6th) and the one year warranty inspection for the 3.7 MG Reservoir Improvement Project. The tank inspection has been conducted and minor code touch ups are being completed. Mr. Clouse also reported on upcoming development projects. He also discussed potential costs for a new connection on 15th Ave NE given the District's fixed fee charge. Commissioner Ricker asked for further information on how many roads in the District would present this kind of situation. Staff agreed to bring this back at an upcoming Board meeting.

Mr. Pottinger reported on review comments on SPU's proposed Capital Improvement Plan that she and three other members submitted to SPU and discussed at the Operating Board Meeting. Additional comments are forthcoming but the approach appears to be favorable. Ms. Pottinger reported that her presentation with Shannon Emerick at the AWWA-PNWA Conference in Boise went well and she has had positive feedback from attendees. On Monday night, she attended a joint meeting of the cities of Kenmore and Lake Forest Park and Northshore Fire District where emergency management issues were discussed. The Consumer Confidence Report should be completed later in the week. She reported recent communication with the Northwest Church indicated that they will likely not be moving out until sometime in July after which, we will be relocated some staff to the site. Finally, Ms. Pottinger informed the Commissioners that the District is no longer eligible for the Retrospective Rating pool due to a past claim in 2014 for approximately \$24,000 which exceed our premiums that year.

LEGAL REPORT

Mr. Bennett updated the Board on the case of Clark County vs. Washington Counties Risk Pool. The State Supreme Court heard oral arguments on May 10 and asked many questions of counsel for all involved parties. Mr. Bennett stated that the Court's decision may have significant implications for all government insurance and risk pools in the State as well as pool members. A decision is not expected for at least six months.

COMMISSIONERS REPORT

Commissioner Shoonmaker had no report at this time.

Commissioner Haines reported on her attendance at the AWWA-PNWS Conference in Boise. She indicated it was a good opportunity to network and she found the presentation on emergency preparedness very helpful. Commissioner Haines also reported on the District exhibition booth at the May 14th Shoreline STEM Fair where she conducted the drawing for the Fix-A-Leak Challenge prizes.

Commissioner Ricker reported on his attendance at the Bosie conference. He was most interested in information on the need to leverage technology to improve efficiencies in District operations. He also reported on an interesting presentation on directional boring. Finally, he reported on information received about the importance of a Water Utility's communication with consumers. He commented that he was pleased that most of the items discussed are already on the radar at North City Water District.

ADJOURNMENT

The meeting was adjourned at 4:00p.m.

The next Regular Meeting is Tuesday, June 7th at 3:00PM at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines