



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 7, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

President Ron Ricker
Commissioner Schoonmaker
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney
Bob Heivilin, Utility Person IV/Water Quality

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

Commissioner Haines identified a typographical error in the draft of the May 17, 2016 Regular Meeting Minutes. The error was noted and changed. Commissioner Schoonmaker made a motion to approve the revised May 17, 2016 Regular Meeting Minutes. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the minutes as revised.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4235-4251 and voucher numbers 112693-112750, in the amount of \$201,691.84 from the maintenance fund and voucher numbers 152-155, in the amount of \$203,128.98 from the capital fund. Commissioner Haines seconded the motion, which then passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

- a. **Resolution 2016.06.19** – **Adopting Section 3.01 and 3.02 and Appendix 3B of the North City Water District Code and Amending Appendix 3A of the North City Water District Code**
District Manager Diane Pottinger presented a resolution to adopt and amend sections of the North City Water District Code affecting connection and installation charges. Ms. Pottinger highlighted a few non-sustentative changes and the addition of some footnotes made to the draft of the code presented in the Board packets. The Board reviewed and discussed the noted changes. Commissioner Schoonmaker motioned to approve the revised resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution as revised.
- b. **Resolution 2016.06.20** – **Amending North City Water District Code Title 8 Regarding Roadway Definitions** - District Manager Diane Pottinger presented a resolution to amend Title 8 of the District Code. Commissioner Haines motioned to approve the resolution and Commissioner Schoonmaker seconded. The motion passed unanimously. The Board signed the resolution.
- c. **Resolution 2016.06.21** – **Adopting Appendix 5A of the North City Water District Code Regarding the Template for a Request for Fire Flow Analysis/Certificate of Water Availability** - District Manager Diane Pottinger presented a resolution to adopt the updated version of the template to request Fire Flow Analysis. She highlighted a few non-substantive changes made to the document presented in the Board packets. The Board reviewed and discussed the noted changes. Commissioner Schoonmaker motioned to approve the revised resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution as revised.
- d. **Resolution 2016.06.22** – **Adding Appendix 5D of the NCWD Code Regarding Latecomer or Reimbursement Agreements.** – District Manager Diane Pottinger presented a resolution for Board discussion that would add a reimbursement agreement template as Appendix 5D to the NCWD Code. Upon discussion, the Board felt ready to approve the proposed resolution. Commissioner Schoonmaker made a motion to amend the agenda to allow for approval of Resolution 2016.06.22. Commissioner Haines seconded the motion. The motion passed unanimously. Commissioner Schoonmaker then motioned to approve the resolution and

Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution.

- e. **Resolution 2016.06.23 – Adopting the North City Water District Personnel Manual.** – District Manager Diane Pottinger presented a resolution to adopt the updated NCWD Personnel Manual. She highlighted a few non-substantive changes made to the manual that was presented in the Board packets. The Board reviewed the changes. Commissioner Schoonmaker motioned to approve the revised resolution and Commissioner Haines seconded. The motion passed unanimously. The Board signed the resolution as revised.

MANAGER'S REPORT

Ms. Pottinger reported for that Ms. Shosten will be presenting the mid-year budget to actual report at an upcoming meeting in July.

Ms. Pottinger discussed the per diem rate for attendance at national conferences and trainings to determine if the Board wanted to be consistent with the \$135/day rate that has been used for several years. The Board discussed. Commissioner Schoonmaker motioned to increase the per diem rates for attendance at national conferences in 2016 to \$135 a day. Commissioner Haines seconded the motion and the motion passed unanimously.

Ms. Pottinger reported that the annual Consumer Confidence Report has been mailed out to all customers. Ms. Pottinger also reported on her attendance the Shoreline School District Meeting, the SPU Operating Board Meeting, the Shoreline City Council Meeting and the Shoreline State of the City Breakfast, which she attended with Commissioner Haines. Ms. Pottinger reported that Operation Manager Denny Clouse celebrated his ten year anniversary of employment with the District.

Mr. Clouse provided updates and photos of the North City pump station construction. Everything is proceeding on schedule. Mr. Clouse also reported that he will be contacting developers with current open projects, to inform them of the newly passed connection charge changes.

LEGAL REPORT

Mr. Bennett reported on his upcoming attendance at the municipal attorneys meeting. A draft indemnification letter for commissioners and employees will be discussed and he will report back to the Commissioners at a future meeting. In addition, WASWD is working on outlining appropriate action for Districts if a Commissioner is under felony indictment.

COMMISSIONERS REPORT

Commissioner Haines reported on her and employee Austin Hugill's attendance at the Ridgecrest Neighborhood Million Step Challenge celebration where she filled and handed out water bottles to attendees. The event went well and the water bottles were well received. The event organizer asked if the water tap and water bottles could be brought back for the Ridgecrest Ice Cream Social in August. She also reported on the Shoreline State of the City Breakfast.

Commissioner Schoonmaker reported on his attendance at the Shoreline School District meeting with Ms. Pottinger. He found the financial presentation to be well done and very helpful.

Commissioner Ricker had no report at this time.

ADJOURNMENT

The meeting was adjourned at 4:38 p.m.

The next Special Meeting is Tuesday, June 14th at 3:00 p.m. at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines