



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

June 14, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

President Ron Ricker
Commissioner Larry Schoonmaker
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Barb Shosten, Finance Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Assistant
Mike Oberstadt, Operations Lead

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the June 7, 2016 Regular Meeting Minutes. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 4252-4267 and voucher numbers 112751-112773, in the amount of \$109,151.41 from the maintenance fund. Commissioner Schoonmaker seconded the motion, which then passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

None at this time.

MANAGER'S REPORT

Mr. Clouse provided updates on the North City Pump Station construction. He reported on a few minor issues that will be handled through the minor change provision in the construction contract. Mr. Clouse updated the Board on his progress communicating the new connection charge fee structure to customers with pending projects. Commissioner Ricker suggested that a registered letter be set to these customers to ensure that they receive the information on the new connection charge. Mr. Clouse agreed to send a letter. Mr. Clouse discussed fire flow on NE 178th and the lack of hydrants at Lake Forest Park Water District.

Ms. Shosten informed the Board that the financial statements were completed and filed. One item of note is that GASB 68 requires that the District must include its share of the pension liability on the books. Ms. Shosten has completed this process. The auditors will most likely arrive sometime in August to conduct the annual audit. In addition to the annual audit, the final single audit required to complete the Federal Low-Cost Loan program, will also happen over the summer.

Ms. Pottinger reviewed with the Board an updated North City Water District Organization Chart. The Board reviewed and discussed the noted updates. Ms. Pottinger will bring a final version of the new organization chart to the next Board meeting for approval.

Ms. Pottinger and Shannon Emerick have been asked to share their presentation on wireless carrier contracts at several upcoming community meetings. She also reported on a draft letter offering input on the King County Comprehensive Plan.

Ms. Pottinger reported on several additional items relating to District business. The Consumer Confidence Report has been delivered to all elected officials in the community. She informed the Board that the Northwest Church plans to be able to move to their new facility on July 10th. Soon after they relocate, NCWD will be able to take occupancy of the property that will eventually become the new maintenance facility. Ms. Pottinger is in the process of reviewing easements and right of ways to ensure District has appropriate access rights where needed. She is also in the process of responding to a public records request for all purchase orders with King County, the City of Shoreline, and all city and state agencies. She shared with the Board the ballot to elect representatives for Enduris. The Commissioners approved the ballot and Ms. Pottinger will turn in their votes.

Ms. Pottinger informed the Board that an issue has come to light regarding a contract with ATT Wireless that was changed by the vender and resubmitted without District authorization. Ms. Pottinger and Mr. Clouse will be working to resolve the issue appropriately.

Lastly, Ms. Pottinger reported on the Shoreline/Lake Forest Park Joint City Council meeting she attended with Commissioner Schoonmaker and she shared a note from the YMCA thanking the District for their participation in the Healthy Kids fair on April 30th.

COMMISSIONERS REPORT

Commissioner Haines had no report at this time.

Commissioner Schoonmaker reported on his attendance at the Shoreline/Lake Forest Park Joint City Council meeting.

Commissioner Ricker reported on his attendance at the WAWSD Government Relations Committee Meeting.

ADJOURNMENT

The meeting was adjourned at 3:58 p.m.

The next Regular Meeting is Tuesday, July 5 at 3:00 p.m. at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines