



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

August 15, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

Commissioner Larry Schoonmaker
Commissioner Charlotte Haines
Commissioner Ron Ricker (via phone)

Staff Present

Diane Pottinger, District Manager
Barb Shosten, Finance Manager
Denny Clouse, Operations Manager
Joe Bennett, District Counsel
Theresa Harrington, Executive Assistant
Amalia Mostrales, District Accountant

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the August 2, 2016 Regular Meeting Minutes. Commissioner Schoonmaker seconded the motion, which passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 4316-4332 and voucher numbers 112914-112949, in the amount of \$215,443.24 from the maintenance fund and vouchers 168-169, in the amount of \$12,576.09 from the capital fund. Commissioner Schoonmaker seconded the motion, which then passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

- a. **Resolution 2016.08.25 – Adopting Changes to Section 7.05 of the 2016 NCWD Personnel Manual.** The resolution was discussed by the Board and staff. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board. The Board and District Counsel signed the resolution.
- b. **Resolution 2016.08.26 - Declaring Certain Equipment to be Surplus.** The resolution was discussed by the Board. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board. The Board and District Counsel signed the resolution.
- c. **Financing Options: Revenue Bonds Presentation**

District Accountant, Amalia Mostrales joined the meeting at 3:07 pm for the presentation. Commissioner Ricker joined the meeting via phone at 3:07 pm for the presentation.

Finance Manger Barb Shosten, introduced guest presenters Alan Dashen and Scott Bauer from Northwest Municipal Advisors. Mr. Dashen and Mr. Bauer gave a presentation on a preliminary financing plan utilizing water revenue bonds as a possible option for funding the new maintenance facility. The Board and staff listened to the presentation and discussed the possible funding options.

Commissioner Ricker and Ms. Mostrales left the meeting following the presentation.

- d. **Resolution 2016.08.27 – Approving Agreement with Northwest Municipal Advisors.** Ms. Shosten reviewed with the Board the proposed agreement with Northwest Advisors for financial advisory services including possible assistance with a future bond issuance. Ms. Shosten then presented the Commissioners with a revised resolution to approve the agreement. Commissioner Haines made a motion to approve the revised resolution, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board. The Board and District Counsel signed the resolution.

- e. **Small Works Roster Update** – Ms. Pottinger updated the Board on the current procedures and policy regarding the small works roster for the District. The small works roster application is posted on the North City Water District website. Applicants can apply to be added to the Small Works Roster at any time. Once approved, applicants remain on the small works roster for three years.

MANAGER'S REPORT

Ms. Shosten informed the Board that the audit is complete. The auditors are preparing the formal audit report and a final exit interview will be scheduled. The formal audit report will be shared with the Board upon completion.

Ms. Shosten also informed the Board that the e-payment system is expected to go live later in September.

Mr. Clouse reported on the progress of the North City Pump Station project. The vaults are being set this week, which will involve utilizing the parking lot of the businesses next to the Pump Station. The businesses have been notified. The roof decking will be installed in the upcoming week.

Ms. Pottinger noted that the majority of staff and the Commissioners will be attending the Fall WASWD Conference during the September 20, 2016 Regular Board Meeting. Ms. Pottinger proposed the following:

- Change the Tuesday, September 20, 2016 Regular Board Meeting to a Special Meeting on Monday, September 19, 2016.

Commissioner Haines moved to change the meeting date as noted above. Commissioner Schoonmaker seconded the motion. The motion passed unanimously.

Ms. Pottinger reported on the District's participation in upcoming community events. The District will once again serve water and provide a venue for the North City Jazz Walk on Tuesday, August 16th. The District will bring the water cooler and host a booth at the Ridgecrest Ice Cream Social on Thursday, August 18th and will host a booth at the Celebration Shoreline event on Saturday. Ms. Pottinger informed the Board that she will not be in attendance at the upcoming WAWSD Section 4 meeting but continues her work with fellow district managers on clarifying text in the King County Comprehensive Plan. In addition, Ms. Pottinger discussed the Brookside Annexation. Finally, Ms. Pottinger informed the board that the District's Fall newsletter is scheduled for distribution the first week in September.

LEGAL REPORT

There was no legal report at this time.

COMMISSIONERS' REPORTS

Commissioner Haines reported on her attendance at the Shoreline Chamber of Commerce dinner meeting.

Commissioner Schoonmaker reported on his attendance at the 145th Street Transit Station Planning Committee Meeting and the Shoreline City Council Meeting the week prior. He noted that the Shoreline City Council has placed a six month moratorium on the development of storage facilities.

ADJOURNMENT

The meeting was adjourned at 4:27PM.

The next Regular Meeting is Tuesday, September 6, 2016 at 3:00 p.m. at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines