



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

September 6, 2016

North City Water District Board Room

The meeting was called to order at 3:00pm

Commissioners Present

Commissioner Ron Ricker
Commissioner Larry Schoonmaker
Commissioner Charlotte Haines

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 15, 2016 Special Meeting Minutes. Commissioner Schoonmaker seconded the motion, which passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4333-4349 and voucher numbers 112950-113000, in the amount of \$265,303.27 from the maintenance fund and vouchers 170-175, in the amount of \$249,076.77 from the capital fund. Commissioner Haines seconded the motion. The motion passed 3-0.

OLD/NEW BUSINESS

- a. **Resolution 2016.09.28 – Approving Agreement with K&L Gates and Bond Counsel for a Future Bond Issuance.** The resolution was discussed by the Board and staff. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines. Commissioner Haines seconded the motion. The motion passed 2-0 with one abstention. The Board and District Counsel signed the resolution.
- b. **Resolution 2016.09.29 – Relating to Electrical Services by Seattle City Light for CIP #2011-06: North City Pump Station.** 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. **Future District Financing Presentation**
Finance Manger Barb Shosten lead a presentation on a proposed financing plan. Ms. Shosten passed out a draft timeline for the bond issuance and presented a power point with information on the debt funding forecast with several scenarios. Policy considerations were also discussed. Ms. Shosten recommended that the District proceed with an 8 million dollar bond financed with a 30 year wrapped repayment structure. The Board of Commissioners concurred with the recommendation.

District Manager Diane Pottinger presented the Board of Commissioners with a draft RFQ for the construction of the new maintenance facility and a timeline for the process. Commissioner Schoonmaker made a motion to publish the RFQ on the District web site and in the *Daily Journal of Commerce* with a submission deadline of October 7th. The motion was seconded by Commissioner Haines and passed unanimously by the Board.

- d. **Brookside Annexation**

Ms. Pottinger provided the Board with the history around an area in the Brookside neighborhood that has been considered a part of the District service area for the past 65 years, but is not included in the District's corporate boundaries. After much discussion, the Commissioners recommended that the Ms. Pottinger draft a letter to the District Manager at Lake Forest Park Water District requesting the issue be brought before the Lake Forest Park Water District Board of Commissioners, as this area abuts their service area.

e. King County Hazard Mitigation Plan Progress Report

Ms. Pottinger informed the Board that she has been working with King County on the Mitigation Plan and may be requesting funding for some communications improvements for the District.

Theresa Harrington reported that there are 42 community members signed up for the September 28th Savvy Gardener Class.

MANAGER'S REPORT

Ms. Shosten shared with the Board of Commissioners an e-mail containing a draft finding from the state auditor and shared the corrective actions being taken by the District. The Board of Commissioners approved of the action and indicated no further response was necessary.

Mr. Clouse reported on the progress of the North City Pump Station project. The roof decking is being installed this week. He also updated the Board of Commissioners on the transition to the new connection charge rate structure which took effect on September 1st.

Ms. Pottinger updated the Board on the progress of an ongoing Public Records Request. Ms. Pottinger also informed the Board that Enduris will be reimbursing the District for the hydrant damaged by an uninsured motorist earlier this summer. Ms. Pottinger and Mr. Clouse are working on comments on the Sound Transit proposal. Ms. Pottinger also reported on the Critical Aquifer Recharge Area (CARA) meeting with Lake Forest Park that she attended with Commissioners Haines and Schoonmaker. Lastly, Ms. Pottinger informed the Board that she will be calling in to the September 19th Special Meeting.

LEGAL REPORT

Mr. Bennett reported that he is reviewing a proposed agreement with Sound Transit to relocate the District lines that are in the way of the planned transportation corridor. He is working with District Staff and Sound Transit attorneys to finalize the agreement.

COMMISSIONERS' REPORTS

Commissioner Schoonmaker reported that he attended the CARA meeting with Commissioner Haines and Ms. Pottinger.

Commissioner Haines reported on her attendance at CARA meeting and on the NCWD booth at the Celebrate Shoreline Event on August 20th.

ADJOURNMENT

The meeting was adjourned at 4:58PM.

The next Special Meeting is Monday, September 19, 2016 at 3:00 p.m. at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines