



## MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

September 19, 2016  
The meeting was called to order at 3:01pm

North City Water District Board Room

### **Commissioners Present**

Commissioner Larry Schoonmaker  
Commissioner Charlotte Haines

### **Staff Present**

Diane Pottinger, District Manager (via phone)  
Barb Shosten, Finance Manager  
Denny Clouse, Operations Manager  
Theresa Harrington, Executive Assistant

### **PUBLIC COMMENT**

No members of the public were present.

### **APPROVAL OF MINUTES**

Commissioner Haines made a motion to approve the September 6, 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 4350-4365 and voucher numbers 113001-113037, in the amount of \$370,302.47 from the maintenance fund and vouchers 176-182, in the amount of \$16,020.78 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously.

### **OLD/NEW BUSINESS**

There was no old or new business at this time.

### **MANAGER'S REPORT**

Ms. Shosten reported on a meeting with the municipal advisors and bond counsel that are assisting North City Water District with the upcoming bond sale. The meeting was very productive. Members of the finance team will be attending the October 4<sup>th</sup> Board meeting and will present a summary of the finance plan and will answer any questions the Board may have. Ms. Shosten also reported that the e-payments system will be going live in the near future. Finally, Ms. Shosten informed the Board that she prepared and submitted a short response to the audit finding. There will be an audit exit meeting on September 29<sup>th</sup>

Mr. Clouse reported on the pump station project. The wood is being installed this week, and the insulation and roofing will follow. The project should be wrapping up in late November, but the timeline will be contingent upon the permitting and inspection timeline of Seattle City Light. Mr. Clouse also informed the Board that a consultant representing the Shoreline School District contacted the District regarding water service at Cedarbrook Elementary.

Ms. Pottinger reported that the School District will be discussing their capital projects at one of their upcoming School Board meetings and she expected to go to the meeting. Commissioner Schoonmaker indicated he will be out of the country and would not be available, but Commissioner Haines will be in attendance. Ms. Pottinger indicated she would check with Commissioner Ricker on his availability. Ms. Pottinger shared with the Board a letter she delivered to the District Manager at Lake Forest Park Water District concerning the potential annexation of the Brookside properties which North City Water District currently serves but are outside of our corporate boundaries. Ms. Pottinger will be attending the October meeting of the Lake Forrest Park Water District to discuss the proposed Brookside annexation. Ms. Pottinger also informed the Board that with the help of District IT staff and District Counsel, she is wrapping up a Public Records Act request. Finally, Ms. Pottinger updated the Board on the ongoing discussions between the District and Sound Transit to come to an agreement for work product and payment for system improvements and relocation. Ms. Pottinger, Mr. Clouse and Mr. Bennett are negotiating the final contract terms with Sound Transit.

**LEGAL REPORT**

There was no legal report at this time.

**COMMISSIONERS' REPORTS**

Commissioner Haines reported on her attendance at the retirement party for Rick Haerbert of RH2 Engineering Consultants. Commissioner Schoonmaker was also in attendance as well as Ms. Pottinger, Mr. Clouse and Commissioner Ricker.

**ADJOURNMENT**

The meeting was adjourned at 3:38PM.

The next Regular Meeting is Tuesday, October 4, 2016 at 3:00 p.m. at the North City Water District.

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Ronald Ricker

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Larry Schoonmaker

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Charlotte Haines