



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 18, 2016

North City Water District Board Room

The meeting was called to order at 3:01pm

### Commissioners Present

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

### Staff Present

Diane Pottinger, District Manager  
Barb Shosten, Finance Manager  
Denny Clouse, Operations Manager  
Theresa Harrington, Executive Assistant  
Joe Bennett, District Attorney

### PUBLIC COMMENT

Patty Hale from the Ridgecrest Neighborhood Association arrived at the meeting at 3:21PM.

### APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the October 4, 2016 regular 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 4383-4398 and voucher numbers 113083-113127 in the amount \$250,617.68 from the maintenance fund and vouchers 191-193, in the amount of \$7,569.14. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the minutes.

### OLD/NEW BUSINESS

#### **a. Maintenance Building RFQ review**

Ten proposals were received in response to the RFQ for the design and construction of the new maintenance building. A committee consisting of Commissioner Ron Ricker, District Manager Diane Pottinger and Operations Manager Denny Clouse met on October 14<sup>th</sup> to review the proposals. District Attorney Joe Bennett was also in attendance. Each proposal was reviewed and evaluated via a pre-established set of criteria. Based on the review process, the committee recommended to the Board that two firms advance to the interview phase of the selection process. The Board discussed the committee's recommendation and was in agreement with the recommendation. Interviews will take place at a special meeting on November 8<sup>th</sup> beginning a 9am. All firms will be notified of this decision by the District Manager. Ms. Pottinger will bring draft questions for the interviews to the November 1<sup>st</sup> Board Meeting for review.

### MANAGER'S REPORT

Ms. Shosten reported that the e-payment system is ready to roll out. Customer Service Specialist Alex Umamoto will give a presentation on how the new system will work at the staff meeting and then to the Commissioners at the next Board meeting. Ms. Shosten also reported on the bond rating conference call that took place just before the Board meeting. The meeting went very well. The bond sale is currently scheduled to take place November 1<sup>st</sup>.

Operations Manager, Denny Clouse reported on the progress of the pump station construction. The roof will be installed over the next two weeks. He also reported on the pre-application meeting with the Buddhist Church regarding potential water system changes due to property improvements. Finally, he reported on his attendance at the PNWS-AWWA Trustee meeting in Spokane last week. He discussed the scholarship program and the upcoming trustee election.

Ms. Pottinger reported on several meetings she attended over the past weeks. North City Water District hosted the WAWSD Section IV meeting on Monday, October 17<sup>th</sup>. Mr. Clouse and Ms. Pottinger met with Sound Transit to discuss a contract for water system work related to the proposed Light Rail stations in the District's service area. Ms. Pottinger attended the SPU Operating Board meeting where the new SPU Director Mami Hara was introduced. Ms. Pottinger also attended the Public Works Board meeting in Olympia, Fircrest property planning meeting, joint meeting with Shoreline School District and City of Shoreline. Ms. Pottinger also informed the Board that a staff committee is working on planning the end of the year staff meeting. Commissioner Haines agreed to be a part of that committee. Ms. Pottinger is also getting information on a possible new carrier for supplemental insurance which

may be able to provide better rates. Lastly, Ms. Pottinger reported on a Public Records Request from SmartProcure out of Florida.

**LEGAL REPORT**

District Attorney, Joe Bennett updated the Board on the status of the Clark County vs. Washington Counties Risk Pool case. The case was before the Supreme Court for consideration, but a settlement was achieved between the parties rendering a Supreme Court decision unnecessary. This means there will be no legal changes impacting governmental insurance and risk pools in the State at this time.

**COMMISSIONERS' REPORTS**

Commissioner Haines reported that she is planning for the tree lighting celebration scheduled for December 3<sup>rd</sup>. She also reported the meeting on the Fircrest development which she attended with Ms. Pottinger.

Commissioner Ricker had no report at this time.

Commissioner Schoonmaker had no report at this time.

**EXECUTIVE SESSION**

The Board entered into Executive Session at 4:13pm for the purpose of considering a real estate matter in accordance with RCW 42.30.110(1)(c) for 15 minutes. The Board returned to regular session at 4:28pm.

**ADJOURNMENT**

The meeting was adjourned at 4:29PM.

The next Regular Meeting is Tuesday, November 1st 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