

**MINUTES OF REGULAR MEETING**

**OF THE BOARD OF COMMISSIONERS**

October 21, 2014 North City Water District Board Room

The meeting was called to order at 3:07pm

**Commissioners Present** **Staff Present**

President Charlotte Haines Diane Pottinger, District Manager

Commissioner Ron Ricker Denny Clouse, Operations Manager

Commissioner Larry Schoonmaker (arrived at 3:15pm) Barb Shosten, Finance Manager

 Lanie Curry, Executive Assistant

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Commissioner Ricker made a motion to approve the minutes of the October 7, 2014 Regular Meeting. Commissioner Haines seconded the motion, which then motion passed unanimously. The Board signed the approved minutes and approved the new proposed format.

**APPROVAL OF VOUCHERS**

Commissioner Ricker made a motion to approve vouchers 11050-11111 and line items 1 – 16 on batch number 01010.10.2014 (voucher numbers 3584-3599 not shown in packet edition) in the amount of $377,884.11 from the maintenance fund and vouchers 0012-0013 from the construction fund in the amount of $3,796.40. Commissioner Haines seconded the motion, which then passed unanimously. The Board signed the vouchers.

**NEW / OLD BUSINESS**

Ms. Pottinger and Mr. Clouse explained the scope and status of the proposed joint project with the City of Lake Forest Park for improvements on NE 178th Street. The project will require relocation of the District's water main in the area. A draft Interlocal Agreement has been prepared and circulated. Ms. Pottinger said she had spoken with the City Engineer of the City of Lake Forest Park. He told her he is confident that the City Attorney will approve the agreement; he will contact the District when he receives confirmation.

**Resolution 2014.10.25: Awarding Contract to Gray and Osborne, Inc. for the Design of the NE 178th Street Water Main Relocation.** This Resolution was presented, discussed, moved by Commissioner Ricker, seconded by Commissioner Schoonmaker, and approved unanimously by the Board.

**Resolution 2014.10.26: Amendment No. 5 to the Contract with BHC Consultants for the Design of the North City Pump Station.** This Resolution was presented, discussed, moved by Commissioner Schoonmaker, seconded by Commissioner Ricker, and approved unanimously by the Board.

**MANAGER’S REPORT**

Ms. Shosten proposed to have a Budget Workshop on Friday, November 14th at 8:30am in the Board Room to last approximately four hours.

Mr. Clouse gave an update on the reservoir project. He explained that it took three days to fill the reservoir following completion of the construction project, and as soon as the results of the samples are provided, the reservoir will be back in service.

Ms. Pottinger explained that two signatures for the petition for the Ridgecrest Annexation have been received and only one more is needed to meet the minimum statutory requirements.

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Ms. Pottinger and Mr. Clouse provided an update on the status of the water release inside the administrative building due to a valve malfunction. Insurance adjusters and the building contractor will be here this week to assess the damage and finalize a plan for repairs.

Because of the damage to the administrative building, Ms. Pottinger proposed a few options for the planned Shoreline Chamber of Commerce Open House which was scheduled for the District's board room. The Commissioners agreed that the event should be rescheduled in January.

Ms. Pottinger expects to meet with Alan Kerley from Lake Forest Park Water District next week regarding the deannexation/annexation of five parcels along the boundaries of the District and Lake Forest Park Water District. Once she receives the final confirmation from them, she’ll bring the cost proposal forward.

Mr. Clouse discussed up upcoming meeting with the Northshore Fire Department meeting he will be attending with the other local districts.

Ms. Pottinger proposed a joint meeting with the Shoreline Fire District Commissioners on January 15 at North City Water District. She will confirm with the fire district.

Ms. Pottinger gave an update that the City of Shoreline and Ronald Wastewater District have filed suit against Snohomish County Boundary Review Board regarding Shoreline’s assumption of Ronald Wastewater District. Commissioner Haines shared an article from the Everett Herald regarding the appeal.

Ms. Pottinger shared that staff will be reviewing the Personnel Manual over the next several months. Employees will review each section and are encouraged to provide feedback. Suggestions will then be brought to the Board for review.

Ms. Pottinger reported that the Christmas Tree Lighting ceremony is scheduled for Saturday, December 6. She also let the Board know that a survey will be sent to employees and commissioners to choose dates for the Annual Staff Meeting.

Mr. Clouse followed-up with the Board regarding the resident who had talked to Commissioner Ricker about his claim of an excessive water bill. Mr. Clouse confirmed that he has spoken with the resident and resolved his issues.

**COMMISSIONER’S REPORT**

Commissioner Ricker attended the WASWD Board meeting. They announced the upcoming conferences for the year. He also suggested that staff review a webinar on AWC’s website regarding how to work more effectively with state legislators.

Commissioner Schoonmaker gave an update about his experience doorbelling for signatures for the Ridgecrest Annexation.

**FOR THE GOOD OF THE ORDER**

None

**NEXT MEETING**

The next Regular Meeting will be held Tuesday, November 4, 2014 at 3:00p.m. in the Board Room.

**ADJOURNMENT**

The meeting was adjourned at 4:58p.m.

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 Charlotte Haines

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 Ronald Ricker

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 Larry Schoonmaker