



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

November 3, 2015

North City Water District Board Room

The meeting was called to order at 3:01pm

Commissioners Present

President Charlotte Haines
Commissioner Ron Ricker
Commissioner Larry Schoonmaker

Staff Present

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Barb Shosten, Finance Manager
Leslie Clark, Special Legal Counsel

One member of the public was present.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Ricker made a motion to approve the minutes of the October 20, 2015 Regular Meeting. Commissioner Schoonmaker seconded the motion, which then passed unanimously. The Board signed the approved minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers 112107-112143 and voucher numbers 4001-4016 in the amount of \$99,662.33 from the maintenance fund and vouchers 00092-00096 from the construction fund in the amount of \$120,889.53. Commissioner Schoonmaker seconded the motion, which then passed unanimously. The Board signed the vouchers.

NEW / OLD BUSINESS

Ms. Pottinger discussed the recent communication from Seattle Public Utilities regarding the water supply. On October 26, 2015, SPU began pumping water from the Chester Morse Lake to the Masonry Pool for the first time since 1987. The District is still remaining in the Voluntary Stage of Seattle's Water Shortage Contingency Plan. District staff will continue to participate with Seattle's Plan by attending the meetings and preparing for public messages.

At the November Operating Board meeting, there will be discussion about draft language to the Operating Board Bylaws. A copy of the proposed bylaws had been included with the Board packet. After discussion, it was agreed that the proposed draft language was acceptable to the District.

Resolution 2015.11.45 Adopting Appendix 5B of the North City Water District Code regarding Water System Extension Agreements. The resolution was presented by Ms. Clark and discussed by the Board and staff. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved unanimously by the Board.

Resolution 2015.11.46 Adopting Titles 1 and 8 of the North City Water District Code and repealing previous versions of the Shoreline Water District Code. The resolution was discussed by the Board and staff. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved unanimously by the Board.

Ms. Pottinger presented to the Board a draft Small Works Roster Request for Proposal. The Board discussed adding additional language to the announcement and asked that the RFP be brought back to the Board for approval at a subsequent meeting.

MANAGER'S REPORT

Ms. Shosten discussed the recent successful audits and the upcoming schedule for the budget adoption. Because the District was waiting to see what the results were for the November water use, Ms. Shosten was proposing having the budget meetings occur at the November 17, December 1, and possibly December 8, with a goal to adopt the budget at the December 15 meeting.

Mr. Clouse reported on the current status of the District projects. North City Pump Station project is having specialty inspections occurring as concrete is expected to be poured later this week. He indicated that he would be meeting with the contractor on the NE 178th Street project in the near future to discuss the remaining portions of the water main project. Mr. Clouse also discussed other potential water main projects that have not yet been finalized but are expected to come before the Board in the future.

Ms. Pottinger and Mr. Clouse reported on the status of closing out of several Water System Extension Agreements.

Resolution 2015.11.47 Modifying Sections 303 and 304 of the District Personnel Manual. Ms. Pottinger presented a slightly modified resolution from what was included in the packet, which was then discussed by the Board. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved unanimously by the Board.

Ms. Pottinger reported on the number of applications that had been received thus far for the Executive Assistant position, and status of the Request for Proposal for Legal Services and the Statement of Qualifications for the three year engineering contract.

The upcoming Sno-King Water and Sewer District Coalition meeting was discussed. Commissioner Haines would be attending the meeting with Ms. Pottinger next week to assess if the District should become a member.

COMMISSIONERS REPORT

Commissioner Schoonmaker reported on the property owners meeting at Northshore Utility District regarding the upgrade of private water service lines . He also reported on the Chamber of Commerce Open House at the Shoreline Elks Club that he attended.

Commissioner Ricker reported on the recent City of Lake Forest Park meetings he had attended.

Commissioners Haines discussed the recent dinner meeting between the City of Shoreline and the City of Mountlake Terrace.

NEXT MEETING

The next Regular Meeting will be held on Tuesday, November 3, 2015 at 3:00 pm.

ADJOURNMENT

The meeting was adjourned at 4:32p.m.

Charlotte Haines

Ronald Ricker

Larry Schoonmaker