



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 1, 2015

North City Water District Board Room

The meeting was called to order at 3:02pm

### 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

### PUBLIC COMMENT

None

### APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the minutes of the November 17, 2015 Regular Board Meeting. Commissioner Ricker seconded the motion, which then passed unanimously. The Board signed the approved minutes.

### APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers 112181-112225 and voucher numbers 4040-4055 in the amount of \$181,527.02 from the maintenance fund and vouchers 00098-103 from the construction fund in the amount of \$263,235.42. 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. Seattle Public Utilities and the other cities in the region changed their water supply status from Advisory to deactivating the Water Shortage Response Plan the previous week. SPU will be having a "lessons learned" discussion at this week's Operating Board meeting. After discussion with the Board, the District also agreed to change the status from Advisory to deactivating the District's Water Shortage Response Plan. District staff reminded the Board that they will be bringing the District's WSRP back to the Board for discussion as part of the code update.

**Resolution 2015.11.52 Acknowledging Completion of the Water System Extension Agreement with the Lake City Elks Lodge and Acceptance of the Bill of Sale.** 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.

**Resolution 2015.11. 53 Acknowledging Completion of the Water System Extension Agreement with the Easy Monkey Taphouse and Acceptance of the Bill of Sale.** 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.

**Resolution 2015.11.54 Amending the Marketing and Communications Contract with Sindelar Communications.** 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. Shosten presented the second part of the 2016 budget discussions. The Board reviewed current and proposed capital costs for 2015-2020. She highlighted and discussed both the usage and revenue forecasts changes from the previous year and proposed what changes to the Operating Budget the District would need to do to not increase rates greater than the 3% proposed the prior year. Ms. Shosten reminded the Board that the Operating Budget contained a 1.6% COLA increase for staff. After discussion with the Board, it was agreed the District did not need to have a special meeting on December 8 to discuss District finances. The Board accepted the recommendations and that the final budget and proposed rates be brought to the December 15 meeting for adoption.

**MANAGER'S REPORT**

Mr. Clouse responded to a question made by Commissioner Ricker regarding Assessor Dwelling Units and a parcel along 15th Ave NE in Shoreline. He discussed how the District would be addressing the charges for Assessor Dwelling Units and how the City of Lake Forest Park addresses them.

Mr. Clouse reported on the status of the District projects. Walls are continuing to be poured at the North City Pump Station with the flooring to be poured in the near future. Pump cans would be delivered soon. He would be bringing a change order for BHC Consultants to the next Board meeting.

The water main along NE 178<sup>th</sup> Street had been recently installed and put back into service. The culvert crossing was lower than what had been originally designed. The final location of the water main turned out to be in the same location as the previous main,

Mr. Clouse reported that the WSEAs for the Provail project had been returned signed by the Developer and ready for District signature.

Ms. Pottinger discussed the recent Section IV meeting at the District office and the review of King County's Comprehensive Plan. She asked the Board if they would like to serve on different committees at WASWD. If so, they needed to submit their requests later this week. Ms. Pottinger reported that she would not be going to the Operating Board meeting this week. Both Commissioner Schoonmaker and Haines would be representing the District at the meeting. Ms. Pottinger asked if the Commissioner would be attending the Commissioners Workshop on Saturday, January 30. All three commissioners will be attending.

Ms. Pottinger discussed the submitted applications for legal services and the upcoming interviews. She also invited the Board to the Annual Staff meeting in January.

**COMMISSIONERS REPORT**

Commissioner Ricker reported on the recent WASWD Board meeting.

Commissioners Haines discussed the North City Business District's tree lighting event scheduled for Saturday, December 5.

**NEXT MEETING**

The next Regular Meeting will be held on Tuesday, December 15, 2015 at 3:00 pm.

**ADJOURNMENT**

The meeting was adjourned at 5:21p.m.

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Charlotte Haines

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Ronald Ricker

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Larry Schoonmaker