



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

December 6, 2016

North City Water District Board Room

The meeting was called to order at 3:00 pm

Commissioners Present

Commissioner Ron Ricker
Commissioner Charlotte Haines
Commissioner Larry Schoonmaker

Staff Present

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

PUBLIC COMMENT

Mr. Jack Tonkin was present at the meeting. Mr. Tonkin came to address the Board regarding high water usage and bills at his property. The Board listened to Mr. Tonkin's comments and provided information on leak detection for irrigation systems. Mr. Tonkin requested the District provide him with consumption rates at his property for the past ten years. The District Manager and Operations Manager agreed to follow up with the requested information.

Utility Worker, Toby Bigger was also in attendance and shared with the Board a phone message from Valerie Nicholls, a District customer, thanking the District for decorating the water tower for the holiday season. Mr. Bigger left the meeting at 3:15PM.

APPROVAL OF MINUTES

Commissioner Schoonmaker made a motion to approve the November 15th regular meeting minutes. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4439-4455 and voucher numbers 113204-113259 in the amount \$175,561.95 from the maintenance fund and vouchers 201-207, in the amount of \$282,230.64 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the vouchers.

OLD/NEW BUSINESS

a. Resolution 2016.12.32 Amendment No.1 to the Contract with Hendricks-Bennett

District Manager Diane Pottinger presented the Board with an amendment to the contract with District Attorney Joe Bennett, reflecting new rates for 2017-2018. The resolution was discussed by the Board. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved unanimously by the Board. The Board signed the resolution.

b. Resolution 2016.12.33 Contract with Wagner Architects for a Master Plan for the District's New Maintenance Facility

A contract to develop a Master Plan for the new maintenance facility was presented to the Board. The resolution was discussed by the Board. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Schoonmaker, and approved unanimously by the Board. The Board and District Attorney signed the resolution.

c. 2017-2018 Operating Budget – Part II & Capital Budget Presentation

Finance Manager Barb Shosten continued her presentation of the proposed two-year budget for 2017-2018. Ms. Shosten wrapped up questions from the last meeting and provided final details on the operating budget. She then presented the Capital Budget and revenue/rates projections. The Board was asked to provide guidance on the cost of living increase for staff and to offer direction for revenue/rates requirements. The Board provided Ms. Shosten with their input. The Board agreed that a special meeting on the budget would not be necessary as all items had been covered and discussed during Ms. Shosten's presentation. Ms. Shosten will integrate the Board's comments and finalize the budget for adoption at the December 20th Regular Board meeting. A budget book will be delivered to the Board prior to the December 20th meeting..

d. Resolution 2016.12.34 Authorizing an Increase in Monthly Allocation for Health Care

In light of premium increases of the health care plans offered to District, a resolution to increase the monthly allowance in the amount of \$100 was presented to the Board. The resolution was discussed by the Board. Commissioner Schoonmaker made a motion to approve the resolution, which was seconded by Commissioner Haines, and approved unanimously by the Board. The Board and District Attorney signed the resolution.

MANAGER'S REPORT

Ms. Shosten happily reported that the e-payment system has gone live and customers can now pay their bill with a credit card fee free. She commended staff members Alex Umemoto and Paulyne Perez for their efforts to implement this service for district customers.

Operations Manager Denny Clouse reported that the North City Pump Station is 80% complete. He is now working on final details with the contractors and has made a few plumbing and electrical design changes for efficiency and cost savings. There are also a few issues with the power needs for the sky light and that he is addressing. The fence is being installed on the north side of the property. In light of the departure of the District's Field Inspector/Project Manager, Mr. Clouse reported on proposed staff changes. A new position will be created which will be a combined Field Inspector/ /Special Projects position. This position first be offered to in house employees. Should an existing employee be promoted to this position, the District will seek a new Utility Person I employee from open application. Clouse also reported on a pre-application meeting with the Aldercrest School.

Ms. Pottinger shared a note from Olympic View Water and Sewer District thanking Operations Manager Denny Clouse for his assistance during their recent hiring process. Ms. Pottinger also shared that the community tree lighting event on Saturday was well attended and much enjoyed. Ms. Pottinger reported on several meetings she had attended including the Operating Board Meeting and Public Works Board Meeting in Olympia. Finally, she reported that the District newsletter is scheduled to be mailed the first week in January and that a Special Meeting of the Board of Commissioners will be held on December 15th in Everett for an end of the year wrap-up and annual staff meeting.

LEGAL REPORT

Mr. Bennett thanked the Board for renewing his contract and expressed his enjoyment working with such a proactive district. He confirmed he will be presenting at the February 4th WASWD Commissioners Workshop.

COMMISSIONERS' REPORTS

Commissioner Schoonmaker reported on his attendance at the recent Shoreline City Council dinner meeting with the legislators. Issues of mental health and homelessness were a priority discussion at the meeting.

Commissioner Haines reported on her attendance at the Fircrest Master Plan meeting. Ms. Pottinger was also in attendance. Commissioner Haines also thanked the District employees for their assistance at the community tree lighting event on Saturday.

Commissioner Ricker had no report at this time, but indicated he will continue to research the new dues structure at WAWSD and will attend a meeting of utilities where the proposed franchise fees will be discussed.

ADJOURNMENT

The meeting was adjourned at 5:23PM.

The next Regular Meeting is Tuesday, December 20th at 3:00 p.m. at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines