



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 7, 2020

The meeting was called to order at 3:00 p.m. by Board President Ron Ricker in the North City Water District Board Room.

Commissioners Present

Commissioner Ron Ricker
Commissioner Charlotte Haines
Commissioner Patricia Hale

Staff Present

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

PUBLIC COMMENT

None at this time

ELECTION OF OFFICERS

Commissioner Hale made a motion for the following slate of officers: Commissioner Ricker for the office of President, Commissioner Hale for the position of Vice President, and Commissioner Haines as Secretary. Commissioner Haines seconded the motion and the motion passed unanimously.

As Board President, Commissioner Ricker assumed the role of meeting chair.

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

District Manager Diane Pottinger requested that the item 8a Water System Plan review be moved to the next item on the agenda to accommodate the schedule of the consultant. Commissioner Haines moved to amend the agenda as requested. Commissioner Hale seconded the motion and the motion passed.

NEW BUSINESS

a. Water System Review – Part I

Rodney Langer, P.E. with CHS Engineers presented to the board drafts of the following sections of the Districts 2020 Water System Plan.

- 1 – Introduction
- 2 – Basic Planning Data
- 3 – Existing Water System
- 4 – Minimum Design Criteria
- Appendices
 - Water Use Efficiency
 - Water Rights

The Board asked questions and provided feedback. During the review of the water rights section, the Board discussed the viability of exploring an existing water right that the District has not used to date. To do so, would require consultation with a water rights attorney. The Board requested that the District Manger do some follow up research on this topic for the Board before they make a decision to consult with a water rights attorney on this issue.

Mr. Langer and District Manger Diane Pottinger will finalize these draft chapters based on the discussion and submit them to the City of Lake Forest Park and the City of Shoreline to complete and return the Local Government Consistency Review Checklist for each jurisdiction. Mr. Langer informed the Board that he is working on completing the updates on the final sections of the water system plan which he will be ready to present to the Board in approximately three weeks.

- b. Potential Special Meeting on January 28th for the Water System Plan review Part 2**
District Manager Diane Pottinger recommended a special meeting of the Board be scheduled for Mr. Langer's next presentation. Commissioner Hale moved for a special meeting on January 28th at 2:00 p.m. for the purpose of reviewing the final sections of the Water System Plan update. Commissioner Haines seconded the motion and the motion passed. The Board thanked Mr. Langer and he departed the meeting at 4:30 p.m.

APPROVAL OF MINUTES

Commissioner Hale identified two errors in the draft minutes of the December 17 special meeting, which were corrected. Commissioner Haines made a motion to approve minutes from the December 17 special meeting as corrected. Commissioner Hale seconded the motion. The motion passed and the commissioners signed the corrected minutes.

Commissioner Hale made a motion to approve the minutes for the December 13 special meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines moved to approve vouchers numbers 5681-5698 and 116294-116358 in the amount \$219,161.81 from the maintenance fund and vouchers number 469-471 in the amount of \$264,091.90 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

c. Resolution 2020.01.01 Relating to the Establishment of a Small Works Roster

The District Manager presented a motion to approve the District's small works roster. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker and approved by the Board. The commissioners and District Attorney signed the resolution.

d. Resolution 2020.01.02 Relating to the Establishment of an Engineering Roster

The District Manager presented a motion to approve the District's Engineering Roster. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The commissioners and District Attorney signed the resolution.

e. Resolution 2020.01.03 Approving Amendment 2 of the Contract with SecurComputing

The District Manager presented a motion to approve an amendment to the contract with the District's IT provider SecurComputing. The commissioners discussed the amendment. Commissioner Hale made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The commissioners and District Attorney signed the resolution.

NEW BUSINESS (continued from earlier in the meeting)

c. Special Meeting with the Shoreline Fire Department

District Manager Diane Pottinger reminded the Board of the January 16 special joint meeting with the Shoreline Fire Department and handed out a proposed agenda for the meeting. The meeting will be held at 5:00 p.m. at the Shoreline Fire Station.

d. Potential Meeting with the Northshore Fire Dept.

District Manager Diane Pottinger informed the board that the Northshore Fire Department is interested in having a joint special meeting with the District. The agenda would be similar to the meeting with Shoreline Fire Department. The proposed dates are February 5th or February 19th. Commissioner Hale indicated she would prefer February 19th. Ms. Pottinger indicated she would talk to the Northshore Fire Department and finalize the date.

e. Commissioners Handbook Review

The Commissioners reviewed and discussed the Commissioners Handbook. No changes were indicated at this time, but a more complete review and discussion may be requested at a later date.

f. Conflict of Interest – Commissioners

As required in the Commissioner Handbook, each commissioner is required to complete a conflict of interest form annually. Executive Assistant Theresa Harrington distributed the forms and the

commissioners completed and returned them. Ms. Harrington will file them in the commissioner files.

LEGAL REPORT

District Attorney Joe Bennett needed to depart the meeting, so he provided his legal report at this time. Mr. Bennett reported that he will be attending the oral arguments before the Supreme Court of Washington on the Lakehaven case on January 16th. He will report to the board at the January 21st regular meeting. Mr. Bennett also suggested that the executive session to discuss the District Manager's performance evaluation be tabled until the January 21st regular meeting due to time constraints at this meeting. The board agreed. Mr. Bennet departed the meeting at 5:25 p.m.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales reported on the year end activities. The W2 forms are available on line and will be mailed out around January 15th. She is working on gathering the 1095 forms and will have them available for staff soon. Finally, Ms. Mostrales distributed a report to the board describing all the accounts with a balance owed over 120 days.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported that he recently had a meeting with the contractor who is working on the installation of the slab that was authorized under amendment 2 of the contract for the new maintenance facility. Mr. Clouse will have more information on costs by next week and will have the information needed to present to the City of Shoreline for permitting. Most work on the new maintenance facility has paused right now, but will resume in several weeks. Mr. Clouse also reported on the school district projects. He recently met with the school district to review the status of the North City Elementary School and Aldercrest projects. The Kellogg project is nearly finished, and meters will be installed after final work is complete. The finish work will need to be done on a Saturday, as school is now back in session. A District employee will be out at the site this Saturday to monitor the completion of the project. Other projects in the District include a development of six new houses on a lot near NE 180th St. and 10th Ave NE where there was formally one house and the expansion of the Buddhist Temple. There is an existing WSEA for the Buddhist Temple project, however, the scope of the project has expanded resulting in the need for a new service. Finally, Mr. Clouse informed the Board of a recent weather advisory and homeland security warnings.

c. District Manager

At the last meeting, the Board passed a resolution setting the regular meeting schedule for 2020. The second meeting in August was moved due to the annual Jazz Walk. District Manager Diane Pottinger reported that she recently received notice from the City of Shoreline that the annual Jazz Walk is scheduled for August 11th not August 18th as initial thought. This means the August Board meeting can be held the third Tuesday of August. Ms. Pottinger will bring a new resolution reflecting this change to the next board meeting for approval. Ms. Pottinger also indicated that during the implementation of the new water rates, some questions arose about the capping of ERUs. She will be bring the board a resolution to affirm the decision to cap the ERU's that was part of the cost of service/rate review the board passed at the last meeting. Ms. Pottinger provided an update on customer who spoke to the Board in November about his high water bill. Finally, Ms. Pottinger reported that she received communication from a citizen thanking the district for its holiday lights atop the water reservoir.

COMMISSIONER REPORTS

Commissioner Hale reported that she attended the Shoreline City Council meeting last evening where three new councilmembers were sworn in.

Commissioner Haines had no report at this time.

Commissioner Ricker had no report at this time.

EXECUTIVE SESSION

The executive session was tabled until the January 21st meeting.

The next special meeting will be Thursday, January 16th 2020 at 5:00 p.m.at the Shoreline Fire Department.

The next regular meeting will be Tuesday, January 21st, 2020 at 3:00 p.m. at the District offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale