



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 2, 2019

The meeting was called to order at 3:02 p.m.

North City Water District Board Room

Commissioners Present

Commissioner Charlotte Haines
Commissioner Ron Ricker

Staff Present

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

PUBLIC COMMENT

None.

APPROVAL OF THE AGENDA

Commissioner Ricker made a motion to approve the agenda as presented. Commissioner Haines seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Ricker made a motion to approve the minutes from the December 18 regular meeting. Commissioner Haines seconded the motion. The motion to approve minutes passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Ricker made a motion to approve vouchers number 5263-5278 and 115272-115312 in the amount \$115,658.73 from the maintenance fund and voucher numbers 389-389 in the amount of \$16,353.56 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Resolution 2019.01.01 Relating to the Establishment of a Small Works Roster

Ms. Pottinger presented the Board with the list of firms who have submitted an application to be on the District's Small Works Roster for 2019 and a resolution to approve the roster. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

b. Resolution 2019.01.02 Relating to the Establishment of an Engineering Roster

Ms. Pottinger presented the Board with the list of firms who have submitted an application to be on the District's Engineering Roster for 2019 and a resolution to approve the roster. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

c. Washington State Paid FMLA

Financial Manager Amalia Mostrales presented the Board with information on the premium requirements of the new Washington State Paid Family Medical Leave program. The Board discussed the requirements.

Commissioner Ricker made the following motion "North City Water District shall contribute the employee portion of the FMLA premiums". Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution. NCWD will not contribute the employer portion of the premiums, as this requirement is waived for businesses with less than 50 employees.

NEW BUSINESS

a. Resolution 2019.01.03 Approving the Salary for the District Manager for 2019.

District Attorney Joe Bennett presented a resolution to approve the salary for the District Manager for 2019. Commissioner Ricker made a motion to approve the resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

b. Resolution 2018.01.04 Updating the Contract with Hendricks Bennett

District Manager Diane Pottinger presented an updated contract for the provision of legal services to the District by the firm Hendricks-Bennett. The contract sets fees for services for 2019-2020. Ms. Pottinger informed the Board that she corrected a typographical error in the resolution Commissioner Ricker made a motion to approve the corrected resolution, which was seconded by Commissioner Haines and approved by the Board. The Board and District Attorney signed the resolution.

c. Special Meeting with the Fire Department

The Board reviewed the draft agenda for the special joint meeting with the Shoreline Fire Department on January 29. The meeting will be held at 5:00 p.m. at the North City Water District Board room.

d. Commissioner Vacancy Process/Special Meeting January 8 to Interview candidates

District Manager Diane Pottinger presented the Board with the applications of candidates for the Commissioner vacancy and possible interview questions for Board review. The Board discussed the interview and selection process. Commissioner Ricker made a motion to hold a special meeting on Tuesday, January 8 at 2:00 p.m. for the purpose of interviewing the candidates. Commissioner Haines seconded and the motion was approved unanimously. It was agreed that the meeting will begin in executive session for the purpose of evaluating the qualification of a candidate for elected office. Interviews will begin in open session at 2:15 p.m. A second executive session will follow interviews if needed, with a possible decision in open session at the conclusion of the meeting. The Board directed Ms. Pottinger to contact each candidate to inform them of the selection process, confirm their attendance at the special meeting and provide them with the District calendar and the NCWD Board of Commissioners Rules of Procedures.

MANAGERS REPORT

a. Finance Manager

Finance Manager Amalia Mostrales reported that she is working on year-end close out processes. She is conducting inventory and reconciling for year-end. In addition, the new water rates have been inputted into Springbrook and are ready for the next billing cycle.

b. Project Status Report

District Manager Diane Pottinger reported that she had communicated with Operations Manager Denny Clouse about the project status. She relayed to the Board that the excessive rain has created a slight delay in the site work on the new maintenance facility. They still anticipate they will be completing the work early in January.

c. Operation Managers Report

None at this time.

d. District Manager Report

Ms. Pottinger reported she and possibly the Operations Manager will be meeting with SPU and Olympic View Water District staff to discuss the Seismic Study follow up to the November Operating Board meeting. She also reported that staff is working on closing several District WSEAs and the Board should be expecting to see several in the coming board meetings.

COMMISSIONER REPORTS

Commissioner Ricker reported that he had reviewed the environmental impact statement for the expansion of the Third Place Commons in Lake Forest Park.

Commissioner Haines reported she and Ms. Pottinger, attended the funeral of Pastor Jim Schoel a long-time member of the Shoreline Rotary.

LEGAL REPORT

None at this time.

The next special meeting will be Tuesday, January 8 at 2:00 p.m. at the District's Administrative Offices. The next regular meeting will be Tuesday, January 15 at 3:00 p.m. at the District's Administrative Offices.

Charlotte Haines

Ronald Ricker

Patricia M. Hale