



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

January 15, 2019

The meeting was called to order at 3:01 p.m.

North City Water District Board Room

Commissioners Present

Commissioner Charlotte Haines
Commissioner Ron Ricker
Commissioner Patricia Hale

Staff Present

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

PUBLIC COMMENT

None

COMMISSIONER APPOINTMENT; RECONSTITUTION OF BOARD

a. 2019.01.05 Resolution to Appoint Patricia M. Hale to Commissioner Position #2

District Manager Diane Pottinger presented a resolution to appoint Patricia M. Hale to fill the unexpired term of the vacant commissioner position #2. 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. Oath of Office for Patricia M. Hale

Patricia M. Hale was sworn into office as North City Water District Commissioner Position 2. Ms. Hale recited the oath of office before the District Attorney Joe Bennett and notary public, Theresa Harrington—who then notarized Ms. Hale’s signature on the oath.

c. Election of Officers

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

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

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the January 2 regular meeting and the January 8 special meeting. Commissioner Ricker seconded the motion. The motion to approve minutes passed and the Commissioner Ricker and Commissioner Haines signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 5279-5294 and 115313-115353 in the amount \$225,434.02 from the maintenance fund and voucher numbers 390-391 in the amount of \$2,488.75 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Resolution 2019.01.06 Approving Amendment No. 4 Regarding the contract with New West Development Inc. for CIP #2012-09: New Maintenance Facility Site Contract

Operations Manager Denny Clouse provided the Board with a summary of the first three contract amendments with New West Development and the remaining change orders required to complete the site development contract for the new maintenance facility, with the exception of a future change order regarding the stormwater treatment. The proposed fourth amendment to the contract encompasses all change orders and expenses to date with the exception of the rain garden

completion, management of onsite water drainage, and topsoil acquisition. The Board reviewed the resolution, amendments and change orders provided. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved by the Board. The Board and District Attorney signed the resolution.

b. Resolution 2019.01.07 Accepting the WSEA for the PROVAIL Project

District Manager Diane Pottinger presented the Board with a resolution to accept the completed WSEA for the PROVAIL project. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved by the Board. The Board and District Attorney signed the resolution.

NEW BUSINESS

a. Approval of Vouchers #392 and #115354

Operations Manager Denny Clouse presented voucher #392 providing payment to New West Development including the additional work identified in amendment number 4 and voucher #115354 providing a refund for overpayment to PROVAIL for the close out of their WSEA project. Commissioner Haines made a motion to approve voucher number 115354 in the amount of \$22,777.03 from the maintenance fund and voucher numbers 392 in the amount of \$467,584.50 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

b. AWWA Fire Hydrant Maintenance Standards

District Manager Diane Pottinger informed the Board that Shoreline Fire Department Chief Cowan asked the District to consider a change to their hydrant maintenance plan. The District currently inspects and maintains hydrants on a two year cycle. The Fire Chief proposed a change to annual inspections. Operations Manager Denny Clouse informed the Board that current personnel resources only allow for inspections every other year, which seems to be sufficient. Ms. Pottinger provided the Board with the AWWA recommendations for best practices on hydrant maintenance which identifies a yearly inspection. This discussion will be a topic on the agenda for the special joint meeting with the Fire Department on January 29th.

MANAGERS AND CONSULTANTS REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales reported that the year-end payroll, W-2's and 1095-B's have been completed and that she is in the process of conducting inventory and reconciling to complete the year end closing. Ms. Mostrales also reported on the status of the lien processes. Eleven properties received a notice of lien at the end of 2018. Five of the accounts paid, two of the accounts called in and made pay arrangements, four accounts still have a lien on their property. Ms. Mostrales informed the Board that these accounts continue to accrue a monthly meter charge despite being shut off and having a lien because current code does not provide a provision to pull the meter. There are multiple issue to consider regarding this issue. The Board requested that staff and District Attorney do further research in to how this is handled at other districts and bring it back to a future meeting.

b. Project Status Report

Operation Manager Denny Clouse updated the Board on the projects within the District. The new fire station project is moving ahead on schedule.

Mr. Clouse reported that phase I (site work) for the maintenance facility is coming to a close. There remains one area of concern that requires Board input. District staff meet with New West Development on December 20th to discuss weather related problems affecting the completion of the rain garden/bioretention pond on the site. Due to the heavy rains, New West Development was unable to dig and plant the bioretention pond as scheduled. The pond could be dug and planted now, but as it is winter, the landscaping may not germinate successfully, which could require the need to dig out and replant the pond in the spring. Until the plants become established, the District has to look at alternatives for storm water management on site. One such option could be involve extending the contract with New West Development until spring so they could manage the storm water and complete the pond when the weather is better. A second option would be to have New West complete construction at this time as there is a period of good weather ahead and take a chance that the pond may have to be redone in the spring. Mr. Clouse's recommendation is to have New West Development to build the pond as soon as possible and complete this phase of the project. If additional work is needed on the pond in the spring it will be handled as a change order in Phase II of the project. The Board considered his request. Commissioner Haines made a motion to direct New West Development to build the retaining pond as soon as weather allows.

Commissioner Hale seconded the motion and the motion passed. Mr. Clouse was asked to inform New West Development as soon as possible.

Mr. Clouse reported on phase II of the project. In order to issue the permit for the metal building, the City of Shoreline is requiring structural details that will not be available until after the project has been awarded. Other permits for the Phase II project have not yet been received by the District. The bid documents for the phase II project have been posted on the Builders Exchange website and will be advertised in the Daily Journal of Commerce beginning tomorrow. Interested bidders are invited to walk the site on January 24th or January 30th at 1:30PM. The site walk is optional. Bids will be opened on February 12th at 10:00AM at the District administrative office. The Board may require a special meeting in February to examine the bids.

c. District Manager

District Manager Diane Pottinger shared a note from a customer thanking Commissioner Schoonmaker for his service to the District. She also informed the Board that she attended the 46th Legislative District kick off meeting. Local representatives indicated they appreciate receiving the District newsletter. Ms. Pottinger also met with the City of Seattle to discuss an update to Exhibit II of the wholesale water contract that SPU would like us to accept. An inconsistency was discovered between the wheeling agreement and wholesale contract that SPU feels a need to be rectified. Ms. Pottinger reminded the Commissioners of the upcoming WASWD Commissioners workshop on January 26, the special joint meeting with the Shoreline Fire Department at 5:00 p.m. on January 29 and that their reports to the Public Disclosure Commission are due by the end of the month. Finally, Ms. Pottinger updated the Board on upcoming administrative projects. Ms. Pottinger plans to review the NCWD Code in regards to the low-income policy and delinquency fees later in the year. In addition, office staff will be in on Saturday to conduct end of the year file clean up.

COMMISSIONERS REPORTS

Commissioner Patricia Hale thanked her fellow Commissioners for the appointment and indicated she is looking forward to serving and hopes to be an asset to the Board.

Commissioner Haines had no report at this time.

Commissioner Ricker reported on his attendance at the WASWD Section IV meeting and the WASWD Government Relations Committee meeting.

LEGAL REPORT

District Attorney Joe Bennett informed the Board that he will be presenting on ethics and conflicts of interest at the January 26th WASWD Commissioner Workshop. Mr. Bennett also reminded the commissioners of the requirement to receive training on the open public meetings act and public records act every three years. Mr. Bennett can provide training for any commissioner that needs it.

The meeting was then adjourned at 4:52 p.m.

The next special meeting will be a joint meeting with Shoreline Fire Department on Tuesday, January 29 at 5:00 p.m. at the District's Administrative Offices.

The next regular meeting will be on Tuesday, February 5 at 3:00 p.m. in the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale