



## MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS FROM NORTH CITY WATER DISTRICT AND SHORELINE FIRE DEPARTMENT

January 28, 2021

The special meeting was called to order at 5:00 p.m. on January 28, 2021 by North City Water District Board President Patricia Hale via telephone conference call in conformance with Governor's Proclamation 20-28.14.

### **Commissioners Present**

SFD Chair Rod Heivilin  
SFD Vice-Chair Ken Callahan  
SFD Commissioner Kimberly Fischer  
SFD Commissioner David Harris  
SFD Commissioner Barb Sullivan  
NCWD President Patty Hale  
NCWD Vice-President Ron Ricker  
NCWD Secretary Charlotte Haines

### **Staff Present**

Matt Cowan, SFD Fire Chief  
Diane Pottinger, NCWD District Manager  
Denny Clouse, NCWD Operations Manager  
Theresa Harrington, NCWD Executive Assistant

### **Public**

Mike Dee, LFP Resident

### **INTRODUCTIONS**

The commissioners and staff members of North City Water District and the Shoreline Fire Department introduced themselves.

### **NEW/OLD BUSINESS**

#### **SOUND TRANSIT:**

##### **Shoreline Fire Department (SFD):**

- Chief Cowan discussed the Sound Transit project work that has impacted Station 65. The significantly impactful work is nearing completion and the Fire Department has had a positive working relationship with Sound Transit.
- Chief Cowan reported that discussions have begun on developing a service contract for Phase 2 of the Lynnwood Link project.
- NCWD District Manager Diane Pottinger inquired about the financial and billing processes between Sound Transit and the Fire Department and how they compare with NCWD.

##### **North City Water District (NCWD):**

- Mr. Clouse reported that all of the water system related work between NE 145<sup>th</sup> and 180<sup>th</sup> Streets has been completed and old water services have been abandoned. Sound Transit still needs to install the new water services related to the project.
- Mr. Clouse also reported that he is attending bi-monthly meetings with Sound Transit.
- Ms. Pottinger reported that the District worked well with Sound Transit representatives on the Lynnwood Link project to improve efficiency and to minimize connection charges.
- Lastly, Ms. Pottinger reported that negotiations on the Sound Transit SR 522/ NE 145<sup>th</sup> Street BRT lane project have not gone as smoothly as the Lynnwood Link project. The negotiations have been turned over to the attorneys to help move forward.

#### **FIRCREST FACILITY:**

##### **SFD:**

- Chief Cowan noted that the Department has not been as involved in the Fircrest master plan as he had hoped they would be. The Department continues advocating to receive a piece of land in the southeast area of the site, for a potential future fire station as part of the master plan.
- Chief Cowan reported that he had recently received an update from Senator Ryu regarding the Fircrest property which he will review shortly.

**NCWD:**

- Commissioner Patty Hale mentioned that the King County Historical Conservation Committee has granted historical status to the chapel on the Fircrest site. They will additionally be considering how much, if any, of the surrounding land may also be granted historical status. This may impact the master plan.
- Ms. Pottinger reported that her contact at Fircrest has indicated discussions of possible changes to how the Fircrest site is connected to the water system are scheduled for summer of 2021.

**SFD UPDATES:**

**COVID-19 Testing and Vaccinations:**

- Chief Cowan reported that the Department has been asked by King County to assist with both COVID testing and vaccination programs, however, funding, supplies, and communications has been challenging. SFD is ready and working on developing plans to provide mobile and/or fixed site services as soon as clear direction and funding is available. Lack of an integrated strategy has been frustrating for all concerned.
- Chief Cowan reported that the Department has met with the Shoreline School District to negotiate use of the Shoreline Center as a possible testing or vaccination site and the School District expressed a desire to partner in providing this vital service for the Shoreline community.

**Fire Station Project:**

- Chief Cowan reported that the new station is complete, but there remain some final punch list items for the contractor to resolve. The project will not be closed out until a final agreement is reached with the contractor regarding expenses related to delays.
- Chief Cowan reported that the new station is home to a Mobile Integrated Health Unit, which can respond to non-emergent community health and social service needs. The community response to these services has been very positive.

**FBC Ballot Measure**

- The Department will be placing the Fire Benefit Charge on the ballot in the April special election. The Department has opted to file for a 10 year reauthorization schedule for the charge, which requires a simple majority for passage.

**Other Capital Projects Updates**

- The Department will be addressing some HVAC issues in its older stations.
- Two new fire engines will be added to the fleet in June.
- The Department will be expanding its water rescue program by adding a Sea-Doo to the vehicle fleet. In addition, training has been expanded for water rescue as well as wildland fires.

**Fleet Maintenance Opportunities**

- The Department has hired a new mechanic which is working out well.
- In addition, the Fleet Manager is retiring and this provides an opportunity to restructure. Instead of filling the Fleet Manager vacancy, the manager's administrative duties will be transferred to the Deputy Chief of Support Services. An additional mechanic/facilities technician will be hired to care for the fleet and facilities. This will also open up opportunities to respond to requests from other agencies with mechanical assistance needs.

**Training Opportunities**

- Chief Cowan expressed his thanks to the NCWD for allowing the Department to use the old church building on the maintenance facility site for training prior to demolition.
- Chief Cowan thanked Operations Manager Denny Clouse for providing hydrant training to the Department and requested that the presentation be given again in early 2022 after new recruits are out of the academy.

**NCWD UPDATES:**

**Prepare in a Year**

- Ms. Pottinger reported that North City Water District is participating in the "Prepare in a Year Washington" program put together by the Washington State Office of Emergency Management. At each monthly staff meeting, there will be a presentation on a topic related to home emergency preparations. The goal is to help District staff prepare their homes for emergency so they will be available to turn their attention to the water system in case of disaster.

**Emergency Filling Stations:**

- Mr. Clouse reported that the emergency filling stations have been completed and are ready at each of the reservoir sites. These stations will make it possible to distribute drinking water to the public directly from the reservoir in case of an emergency.

**Maintenance Building Project:**

- Mr. Clouse reported that District staff held a socially distant ribbon cutting at the District's new maintenance facility on Tuesday, January 26<sup>th</sup>. The field crew has started to move into the site. There are still a few remaining issues to resolve with the contractors, but overall the District is very pleased with the outcome of the project.

**Shoreline Schools Project:**

- Mr. Clouse reported that Aldercrest and North City Elementary are complete. The Kellogg School project is nearly finished except for final paperwork. The water system improvements to increase the fire flow at the Kellogg site are complete.

**ShakeAlert Project:**

- Ms. Pottinger reported that NCWD has completed the pilot program with ShakeAlert. The project provides seismic sensors which will shut valves in the case of a seismic event to protect water stored in the reservoirs. The District has signed a contract with a third party consultant to continue with the project. Participation in the ShakeAlert program was part of the Districts Comprehensive Plan which was adopted in March. The Comprehensive Plan is waiting on approval from King County.

NCWD Board President Patty Hale opened the meeting for commissioner discussion and comments.

The special meeting of the Board of Commissioners adjourned at 5:45 p.m.

**MOTION:** *Commissioner Fisher moved, and Commissioner Hevilin seconded, a motion to adjourn the special meeting of the Board of Commissioners at 5:45 p.m. The motion passed unanimously.*

---

Patricia M. Hale

---

Ronald Ricker

---

Charlotte Haines