



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 4, 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

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

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

APPROVAL OF MINUTES

Commissioner Hale made a motion to approve minutes from the January 16 special meeting, January 21 special meeting, and the January 28 special meeting. Commissioner Haines seconded the motion. The motion passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Hale moved to approve vouchers numbers 5717-5734 and 116401 - 116444 in the amount \$132,620.47 from the maintenance fund and voucher number 475 in the amount of \$85,864.24 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The commissioners signed the vouchers.

NEW BUSINESS

Commissioner Hale asked that an agenda item be added to discuss a bill in the State Legislature proposing additional requirements on special purpose districts. The Commissioners agreed to add a discussion of SHB 2588 as item 7 e. under new business.

a. Board Room Use Statistics for 2019

Executive Assistant Theresa Harrington shared the board room use statistics for 2019. Room use was up considerably from 2018. The community continues to appreciate being able to use the room as meeting space.

b. Resolution 2020.02.09 Authorizing Purchase of Real Property located at 18352 9th Ave NE

District Manager Diane Pottinger presented a resolution to approve a purchase and sale agreement to acquire a piece of property that has become available near Booster Station 2. This property is need for a future District projects identified in the CIP plan. The Board reviewed and discussed. 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.

c. Resolution 2020.02.10 Approving the Salary for the District Manager for 2020

The Board reviewed the resolution to approve the Salary of the District Manager for 2020. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved unanimously by the Board. The commissioners and District Attorney signed the resolution.

- d. Closing the office on Wednesday, February 26, 2020 for all staff ICS training**
District Manager Diane Pottinger informed the board that a representative from SPU will be providing an all-day ICS Training for at North City Water District on February 26th. This is an excellent opportunity for the entire staff to get trained, which will require closing the office for that day. Commissioners were invited to attend the training as well. The commissioners agreed that it would be acceptable to close the office for the training as long as the information is clearly posted on the website and notices will be posted on different social media sources so customers are aware.
- e. Discussion of SHB 2588 regarding regulations of Special Purpose Districts.**
Commissioner Patty Hale shared an email sent by WASWD requesting that Districts contact their legislators regarding SHB 2588. This bill would impose restrictive requirements on special purpose districts not required of other governments. The commissioners discussed the bill and possible District response. Commissioner Hale motioned that the Board President Ron Ricker composed an e-mail response to be signed by all three commissioners and sent to the 46th and 32nd district representatives. Commissioner Ricker seconded the motion and the motion passed unanimously.

MANAGER REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales reported we are in the process of the year end closing in preparation for financial statement reporting and audit. She also reported that she had started testing the utility finance application of the upgrade of the District's billing and financial software. Utility billing testing would start the week following: cloud version of Springbrook.

b. Project Status Report/Operation Manager

Operations Manager Denny Clouse reported on the new maintenance facility construction project. The steel is scheduled to ship and should be here by March 3rd. In addition, the doors have been hung, but there is a slight delay on the windows and store front. They should arrive in a few weeks. Mr. Clouse also reported on two new developments requiring WSEA's with the District. He will have the WSEA's for Board approval at the next meeting. In addition, he reported that there are two new single family houses going in on 25th Ave NE and that the District has received a record number of fire flow analysis requests for this time of year, indicating continued developments going on within the District.

c. District Manager

District Manager Diane Pottinger reported that work on the water system plan is nearly complete. The final chapters will be available for Board review by February 25th. Commissioner Haines motioned to hold a special meeting on February 25, 2020 at 2:00 p.m. at the District office for the purpose of reviewing the final chapters of the District's Water System Plan. Commissioner Hale seconded the motion and the motion passed unanimously. A public hearing will be held at the regular board meeting on March 17, 2020 at 3:00 p.m. for public review and comment on the Water System Plan. The hearing will be advertised as required in the *Seattle Times*, *Daily Journal of Commerce* and the *Shoreline Area News*. In addition, information on the hearing will be shared on the District's Facebook and Next Door.

Ms. Pottinger shared that the District is among the 18 finalists for the FEMA grant she submitted last month. There were over one hundred applications received. Final decision will be made in August. Ms. Pottinger also reported on the utility managers training in Olympia. The topic was emergency management and the event was well attended. She also shared that the Water and Sewer Risk Management Pool is offering a webinar on emergency preparedness on February 12th and will share that link with the commissioners if they are interested in participating. Finally, Ms. Pottinger reported that the University of Washington will be holding a follow up earthquake readiness training as part of the statewide Cascadia training program. The training will be held June 16th and 17th. These dates conflict with the AWWA ACE Annual Conference in Florida. It was agreed that Commissioner Ricker and Operations Manager Denny Clouse would attend the ACE Conference, while Commissioner Hale and Haines and the District Manager would attend the Cascadia training. Ms. Pottinger will forward the commissioners more information on the training as soon as it is available.

COMMISSIONER REPORTS

Commissioner Haines reported on her attendance at the North City Business Association Jazz Walk planning meeting.

Commissioner Hale reported that the Shoreline City Council will be discussing the Fircrest property at their next meeting. She also reported that she learned of new recycling requirements for businesses from a representative from Recology who presented at the Shoreline Chamber of Commerce Luncheon.

Commissioner Ricker had no report at this time.

LEGAL REPORT

District Attorney Joe Bennett reported that he will be out of town from February 14- 21. He will miss the February 18 regular meeting, but his law partner Matt Hendricks will attend in his place. Mr. Hendricks will need to depart the meeting by 5:15 pm. Agenda and packet should be sent to Mr. Hendricks as well as Mr. Bennett.

The next regular meeting will be Tuesday, February 18, 2020 at 3:00 p.m. at the District offices.

The next special meeting will be a joint meeting with the Northshore Fire Department and will be held. Wednesday, February 19, 2020 at 5:00 p.m. at the Northshore Fire Department office in Kenmore.

Ronald Ricker

Charlotte Haines

Patricia M. Hale