



## MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 18, 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  
Matt Hendricks, District Attorney

### **PUBLIC COMMENT**

None at this time

### **APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

It was noted that the approval and/adjustment to agenda line item was inadvertently left off the agenda. Commissioner Haines asked to amend the agenda to add that item. Commissioner Haines moved to approve the agenda as amended. Commissioner Hale seconded the motion and the motion passed.

### **APPROVAL OF MINUTES**

Commissioner Hale made a motion to approve minutes from the February 4 regular 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 5735 - 5752 and 116445 - 116486 in the amount \$254,071.37 from the maintenance fund and voucher number 476-477 in the amount of \$9,899.49 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

### **OLD BUSINESS**

Commissioner Hale reported that, as discussed at the February 4<sup>th</sup> regular meeting, the Commissioners sent an email to the 46<sup>th</sup> and 32<sup>nd</sup> district legislators in response to SHB 2588.

### **NEW BUSINESS**

#### **a. Resolution 2020.02.07 Approving a WSEA with Vintage Housing Development**

Operations Manager Denny Clouse presented the Board with a water service extension agreement with Vintage Housing Development. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Hale and approved by the Board. The commissioners and District Attorney signed the resolution.

#### **b. Resolution 2020.02.11 Declaring Certain Personal Property owned by the District to be Surplus and Authorizing the Equipment to be Recycled**

District Manager Diane Pottinger presented the Board with a list of surplus computer and electronic equipment the District no longer can use. These items will be donated or recycled. 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. Public Relations**

District communications consultant Relaena Sindelar of Sindelar Communications presented to the Board on past communications efforts and options for future community outreach and education. Ms. Sindelar presented the Board with a menu of possible communications pieces then

asked the Board to prioritize the options. Ms. Sindelar will return to the March 3 Board meeting to share the results and a draft communication plan for 2020-2021.

**d. NCWD Job Descriptions – Drafts**

District Manager Diane Pottinger shared draft job descriptions for all of the current positions at North City Water District. Ms. Pottinger indicated she would be reviewing these drafts with staff and present updated versions at the March 17 Board meeting.

**MANAGER REPORTS**

**a. Finance Manager**

Finance Manager Amalia Mostrales distributed the receivables ageing report to the Board for their review. In addition, she reported that she is working on the end of the year reports as well as the ongoing financial software upgrade.

**b. Project Status Report/Operation Manager**

Operations Manager Denny Clouse reported on the new maintenance facility construction project. The sheet rock is currently being installed. The new generator and store fronts are on order. Mr. Clouse also reported on his meeting with Shoreline School District. The School District would like to make a modification to the existing water system extension agreement with North City Water District to include review and construction management services for this offsite project. The school board is reviewing the expanded WSEA and if approved it will be brought to the North City Water District Board for approval in the near future. Mr. Clouse reported on another potential development within the District. Lastly, Mr. Clouse reported that growth within the District boundaries is continuing.

**c. District Manager**

District Manager Diane Pottinger provided the Board with follow up information on the customer who asked about a high water bill last August. *ACTION:* After discussion, Commissioner Ricker moved to allow a leak adjustment for the customer at 16802 11<sup>th</sup> Avenue NE and requested that the Board re-examine the District leak adjustment criteria and policy in the near future. Commissioner Haines seconded the motion and the motion passed.

Lastly, Ms. Pottinger discussed the status of the property purchase at 18352 9<sup>th</sup> Avenue NE. The Board considered the results of the title report and the existing use restrictions. Commissioner Hale motioned that the District proceed with the purchase despite the current use restrictions. Commissioner Haines seconded the motion and the motion passed.

**COMMISSIONER REPORTS**

Commissioner Haines had no report at this time.

Commissioner Hale had no report at this time.

Commissioner Ricker had no report at this time.

**LEGAL REPORT**

There was no legal report at this time.

The meeting was adjourned at 5:08 p.m.

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.

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Ronald Ricker

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Charlotte Haines

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Patricia M. Hale