



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

February 19, 2019

The meeting was called to order at 3:00 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
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

PUBLIC COMMENT

None

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.

EXECUTIVE SESSION

The Board entered into executive session for 10 minutes for the purpose of discussing pending or potential litigation, under RCW 42.30.110(1)(i), with Mr. Bennett. The executive session started at 3:01 p.m., was extended for 10 minutes at 3:11 p.m. and concluded at 3:19 p.m. The Board immediately returned to regular session.

APPROVAL OF MINUTES

Commissioner Hale made a motion to approve the minutes from the February 5 regular meeting, and the minutes from the February 14 special meeting. Commissioner Haines seconded the motion. The motion to approve minutes passed and the commissioners signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 5311-5325 and 115394-115439 in the amount \$251,535.62 from the maintenance fund and voucher numbers 397-401 in the amount of \$2,014.94 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. 2019.02.09 Accepting Completion of the WSEA for Labosierre Short Plat (LFP 4)

District Manager Diane Pottinger presented a resolution to accept the completion of the WSEA for the Labosierre Short Platt (LFP 4). The Board reviewed the resolution. 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. Southam Creative Proposal

The Board revisited the PowerPoint presentation made by Southam Creative at the November 6, 2018 board meeting outlining potential public outreach and communications programs for the District. After discussion, the Board agreed that the topic should be addressed at a special meeting in May. Commissioner Hale motioned to hold a special meeting on May 14, 2019 at 3:00 p.m. for the purpose of discussing District public relations efforts. Commissioner Haines seconded the motion and the motion passed. The commissioners directed staff to inform Mr. Southam that they are not ready to offer a response to his proposal until after the special meeting. In addition, they requested that staff conduct research into costs associated with signage for the board room, administration building and vehicles.

NEW BUSINESS

a. Phase II Maintenance Building Project

The bid opening for Phase II of the Maintenance Building Project was held at a special meeting on February 14, 2019 at 2:00 p.m. in the District administration offices. Three bids were opened and received at that time. The District did not receive any responsible and responsive bids within the District's budget for the maintenance building construction project. Commissioner Haines motioned

that the Board reject all of the bids submitted on February 14, 2019, and that the District staff prepare new bid specifications and drawings and then re-advertise the project for bid. Commissioner Hale seconded the motion and the motion was voted on and passed.

MANAGERS AND CONSULTANTS REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales reported that she is in the process of finishing the year end accounting processes. Ms. Mostrales also informed the Board that the District is investigating the purchase of a work order/inventory tracking software program. She, Operations Manager Denny Clouse and District Manager Diane Pottinger will be conducting site visits to Covington Water District and Water District 90 on March 11th to review their work order and inventory software systems to learn more about what kind of system would work best for North City Water District. They will be soliciting quotes after site visits are completed if the programs look like they could benefit the District.

b. Project Status Report

District Manager Diane Pottinger reported that there are four WSEA projects that the District is working to close in the next few weeks. She also reported that the District has informed Sound Transit of the different charges for inspection and participation in their project, including connection charges required for the light rail project. There will be a design review meeting with Sound Transit at the District offices on February 27th at 1:30 p.m.

c. Operations Manager

Operations Manager Denny Clouse was at the PNWS Board of Trustees Meeting and not in attendance. No report at this time.

d. District Manager

District Manager Diane Pottinger reported that the District will be hosting a regional planning meeting as part of the King County Regional Hazard Mitigation Plan on February 27th at 10:30 a.m. Representatives from various agencies and utilities within Shoreline and Lake Forest Park will be in attendance. Ms. Pottinger also reminded the Board that North City Water District will be hosting the WASWD Section IV meeting on March 18th. There will be a speaker on intern recruitment.

COMMISSIONERS REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

Commissioner Patricia Hale reported on the Sound Transit project. The park and ride at 145th and 5th is scheduled to close and be relocated at the end of this month and tree removal will begin shortly. In addition, Ms. Hale reported on several real estate transactions in up zoned areas of Shoreline that may indicate development of multifamily housing in the near future.

LEGAL REPORT

District Attorney Joe Bennet reported that he has been asked by WASWD to write an article on ethics for the Pipeline publication.

ADJOURN

The meeting was adjourned at 4:20 p.m.

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

Ronald Ricker

Charlotte Haines

Patricia M. Hale