



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

February 21, 2017

North City Water District Board Room

The meeting was called to order at 2:00 pm

Commissioners Present

Commissioner Ron Ricker
Commissioner Larry Schoonmaker
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Joe Bennett, District Attorney

EXECUTIVE SESSION

The Board entered into Executive Session at 2:00 pm with Mr. Bennett, Ms. Pottinger and Mr. Clouse to discuss real estate matters in accordance with RCW 42.30.110 (1)(b). At 2:30 pm, Ms. Pottinger and Mr. Clouse left the meeting and the Board continued in Executive Session in accordance with RCW 42.30.110(1)(g). The Board concluded the Executive Session at 2:55 pm. After a five minute recess, the regular Board meeting commenced.

MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

The meeting was called to order at 3:00 pm

North City Water District Board Room

Commissioners Present

Commissioner Ron Ricker
Commissioner Larry Schoonmaker
Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager
Barb Shosten, Finance Manger
Denny Clouse, Operations Manager
Theresa Harrington, Executive Assistant
Joe Bennett, District Attorney

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the February 7th regular meeting. Commissioner Schoonmaker seconded the motion and the motion passed unanimously. The Board signed the minutes.

APPROVAL OF VOUCHERS

Commissioner Schoonmaker made a motion to approve vouchers number 4515-4529 and voucher numbers 113422-113456 in the amount \$232,255.33 from the maintenance fund and vouchers 225, in the amount of \$62,365.60 from the capital fund. Commissioner Haines seconded the motion, which passed unanimously. The Board signed the vouchers.

PUBLIC COMMENT

Ms. Patty Hale from the Ridgecrest Neighborhood Association was present at the meeting.

Ms. Virginia King was in attendance to discuss a real estate offer made by the District earlier this month. The Board of Commissioners made an offer to purchase Ms. King's property, which borders the property that will be the construction site for the new North City Water District maintenance facility. Ms. King informed the Board that she would not be accepting the offer. She indicated that she wishes to remain on the site and may propose alternative changes to the lot line with the District instead. District Attorney Joe Bennett indicated that any real estate proposal would need to be submitted in writing to the Board for consideration. The Board indicated they would need to see a written proposal from Ms. King by Thursday March 2nd in order to consider it at the March 7th Board meeting.

OLD/NEW BUSINESS

a. 2017.02.04 Approval of the Small Works Roster

District Manager Diane Pottinger presented the Board with a resolution to adopt the Small Works Roster for 2017-2019. The Board reviewed the roster. Commissioner Schoonmaker 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. 2017.02.05 Approval of Consultant Roster

District Manager Diane Pottinger presented the Board with a resolution to adopt the Engineering Consultant Roster for 2017. The Board reviewed the roster. Commissioner Schoonmaker 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.

c. Maintenance Building Update

The District is beginning the process to obtain a Special Use Permit with the City of Shoreline for the construction of the new maintenance building. A pre-application meeting is scheduled for March 7th with the Architect, Operation Manager, Commissioner Ricker and the city permitting personnel. Mr. Clouse and Commissioner Ricker will report back to the Board at the March 7 Board Meeting.

MANAGERS REPORT

Finance Manger Barb Shosten reported that she is in the process of completing year end tasks. She also shared that the District is in the process of transferring the District's payroll function to Paychecks, an off-site vender. Finally, Ms. Shosten informed the Board that the District is reviewing applications to fill the open Customer Care Specialist position.

Operations Manger Denny Clouse reported on ongoing development projects within the District.. Developers of a project on NE 150th Street are reviewing the WSEA agreement with the District. The developers of the mini-storage unit on 19th Ave NE inquired about the cost of an irrigation meter for the site. Mr. Clouse informed the Board that there are approximately 15 potential WSEA's for possible development this year within the District. Mr. Clouse also reported that the North City Pump Station project is waiting for power, which should be available in the next 3-4 weeks. After that, the project should move quickly toward completion. The District also continues to work with the wireless carriers as they want to make improvements to their equipment on the reservoir.

District Manager Diane Pottinger discussed the request from the City of Shoreline to co-locate its maintenance facility on the site of the new NCWD maintenance facility and how the District should respond. Ms. Pottinger expressed the desire to explore this collaborative opportunity. In order to avoid project delays, the City of Shoreline would need to respond to the Board with an intent to co-locate proposal by March 20th and plans for development later this same year. The Board agreed and Ms. Pottinger was asked to respond accordingly to the City. Ms. Pottinger also reported that the District received a public records request from the City of Shoreline for its' past four years of water use as part of their Sustainability Strategy. Ms. Shosten is working on gathering that information. Ms. Pottinger shared that she has been in communications with residents of Sheridan Beach and the City of Lake Forest Park regarding the collection of street light fees. Finally, Ms. Pottinger informed the Board that review by Attorney John Milne of the Growth Management Hearing Board decision will be completed by the second Board Meeting in March.

LEGAL REPORT

District Attorney Joe Bennett reported on the working group of attorneys regarding the King County Franchise Fee discussion will be meeting later this month. Mr. Bennett will brief the Board when more information is available. Cost for Mr. Bennett's legal services for this project will be split between NCWD and Alderwood Water and Wastewater District as Mr. Bennett is counsel for both districtss on this matter. Mr. Bennett also reported that the Water and Sewer Risk Management Pool along with Enduris have submitted letters to Washington State Representative Frank Chopp to express support for saving the Public Works Trust Fund.

COMMISSIONERS' REPORTS

Commissioner Schoonmaker had no report at this time.

Commissioner Haines reported on her attendance at the WASWD Section 4 meeting on Monday, February 13th. There was much discussion on the status of the Public Works Trust Fund. The next Section 4 meeting will be held at North City Water District on March 20th.

Commissioner Ricker reported on the current legislation session and indicated he would be attending the City of Shoreline retreat on March 3rd.

ADJOURNMENT

The meeting was adjourned at 4:26 pm.

The next Regular Meeting is Tuesday, March 7th at 3:00 p.m. at the North City Water District.

Ronald Ricker

Larry Schoonmaker

Charlotte Haines