



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 5, 2019

The meeting was called to order at 3:00 p.m.

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

APPROVAL AND/OR ADJUSTMENTS TO AGENDA

Customer Dave Anderson requested to be added to the agenda after the packet had been distributed to commissioners. An amended agenda was presented with the addition of Mr. Anderson. Commissioner Haines made a motion to approve the amended agenda. Commissioner Hale seconded the motion and the motion passed.

APPROVAL OF MINUTES

Commissioner Haines identified that there was a minor grammar error in the draft minutes for the February 19th meeting which since has been corrected. Commissioner Haines made a motion to approve the corrected minutes from the February 19th regular meeting. Commissioner Hale 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 5326-5342 and 115440-115485 in the amount \$140,461.16 from the maintenance fund and voucher numbers 402-404 in the amount of \$2,479.99 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Dave Anderson to discuss property at 1108 NE 200th Street

Mr. Anderson shared a memo with the Board regarding a break in his water line in 2009 which has resulted in no water service to his property due to lack of repair. The city has red tagged his property for a variety of issues which include lack of water service. Mr. Anderson is working now to repair the service lines and would like the Board to consider waiving some of the past due fees on his account. Due to the lengthy history of this problem, the Board asked that this issue be tabled until the March 19th Board meeting. This additional time could allow Mr. Anderson to put his verbal request into a written format and staff to consider his request after reviewing historical information. District Manager Diane Pottinger indicated that she would call Mr. Anderson this week to get more details. Mr. Anderson thanked the Board and departed at 3:17 p.m.

b. Review of NCWD Code Section 5.04.060 Fire Flow Approval Process for Development

Operations Manager Denny Clouse informed the Board that the owner of the property at 16266 8th Avenue NE has requested a variance for the required fire flow analysis for a garage addition at his property. The proposed development exceeds 500 sq. ft., which triggers a permit requirement from the City of Shoreline. According to District Code, fire flow analysis is required for any development requiring a permit.

NEW BUSINESS

a. Request for variance for property at 16266 8th Avenue NE

The property owner did not show up for the meeting. Discussion was tabled until a later date.

b. 2019.03.10 Approval of Amendment No. 5 Regarding the Contract with New West Development Inc. for CIP #2012-09: New Maintenance Facility Site Contract

Mr. Clouse distributed an amended version of the resolution shared in the Board packet. The amended resolution contained updated numbers derived from the final balance and true up of the contract. The Board reviewed the amended resolution and additional change order. 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.

c. Approval of Voucher #405 – New West Development Contract Amendment #5

Commissioner Haines made a motion to approve voucher #405, payment to New West Development, in the amount of \$203,353.84 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the voucher.

MANAGERS AND CONSULTANTS REPORTS

a. Finance Manager

Finance Manager Amalia Mostrales reported that she is working with Ms. Shosten to complete the year end accounting processes and reporting requirements.

b. Project Status Report

Mr. Clouse reported that he and the District Manager have primarily been working on the Sound Transit project and the New Maintenance Building project. Mr. Clouse and Ms. Pottinger are currently working with Wagner Architects to review and revise the plans for the New Maintenance Building to prepare for the re-bid. If all goes well with review, the plans will be posted on the Builder's Exchange next week with a revised bid opening on April 2nd.

c. Operations Manager

Mr. Clouse reported on ongoing work with the Shoreline School District on several school construction projects. A pre-construction meeting was held on the North City Elementary School project last week. At the Aldercrest School site, the new water mains have been pigged, flushing and sampling will be done soon. The water system improvement needs at the Kellogg School are the most extensive. The District has done hydraulic modeling to identify the most efficient and effective system improvements to both meet the needs of the school and improve the quality and efficiency of the broader system. District staff is considering asking that the project be shared with the School District. More information will be brought to the Board at a future meeting. Lastly, Mr. Clouse reported on his attendance at the WASWD Training and Endowment Fund Committee meeting. Discussions occurred to potentially change the scholarship provision to providing internship funding to smaller utilities.

d. District Manager

Ms. Pottinger, Ms. Mostrales and Mr. Clouse will be visiting two utilities on Monday to preview two different work order systems, financial systems and asset management systems, to learn more about what types of products might work best for North City. Ms. Pottinger reported that she has completed billing true-ups for all wireless utilities at the 3.7 MG reservoir site. She also reported that she has begun discussions with Sound Transit regarding potential connection charge expenses for the light rail project. Ms. Pottinger informed the Board that the District will be hiring a consultant to assist with plans for the regional Shake Alert earthquake preparedness planning. She will bring a contract to the Board for review at an upcoming meeting. Ms. Pottinger and Mr. Clouse met with a representative from the Department of Health for the five year sanitary survey. The DOH recommended the updating of the District's Coliform Monitoring Plan for inclusion in the Water System Plan that is currently being developed. Ms. Pottinger will look into hiring a consultant to assist with this effort. Finally, Ms. Pottinger discussed the upcoming Operating Board meeting about the regional capital facilities plan and 20 year re-opening of the wholesale contracts.

EXECUTIVE SESSION

The Board entered into executive session for ten minutes to at 4:09 p.m. to discuss the possible sale or lease of real estate pursuant to RCW 42.30.110(1)(c), with Mr. Bennett, Ms. Pottinger and Mr. Clouse. The executive session extended for six minutes at 4:19 p.m. concluded at 4:25 p.m. The meeting immediately returned to regular session.

Mr. Clouse completed his report on the close out of the contract with New West Development.

COMMISSIONERS REPORTS

Commissioner Hale reported on her attendance at the Shoreline Chamber of Commerce meeting where she had a discussion with the head of the Shoreline Senior Center about the need for low-income discount programs. She also spoke with the chaplain from Fircrest Center regarding the need for utility upgrades within their system. Ms. Hale also reported on her attendance at the Hazardous Mitigation meeting with King County and the Savvy Gardener Class. The class was well attended and the presenter was very engaging.

Commissioner Haines reported on her attendance at the Hazardous Mitigation planning meeting with King County.

Commissioner Ricker had no report at this time.

ADJOURN

The meeting was adjourned at 4:44 p.m.

The next regular meeting will be on Tuesday, March 19 at 3:00 p.m. in the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale