



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 6, 2018

The meeting was called to order at 3:02 pm.

North City Water District Board Room.

Commissioners Present

Commissioner Ron Ricker

Commissioner Larry Schoonmaker

Commissioner Charlotte Haines

Staff Present

Diane Pottinger, District Manager

Denny Clouse, Operations Manager

Theresa Harrington, Executive Assistant

Matthew Hendricks, Attorney

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the February 20th regular meeting and Commissioner Ricker seconded the motion. The motion passed and the commissioners signed the meeting minutes.

APPROVAL OF VOUCHERS

Commissioner Haines made a motion to approve vouchers number 4924-4940 and 114431-114485 in the amount \$200,956.37 from the maintenance fund and voucher 316-317, in the amount of \$17,649.33 from the capital fund. Commissioner Ricker seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD/NEW BUSINESS

a. Follow up discussion from 1/16/18 Board meeting; Water use at 1227 198th Street

Customer Mark Acheson attended the January 16th Board meeting to discuss high water use at his property. Operations Manager Denny Clouse informed the Board that he and his field crew provided Mr. Acheson with a packet of data downloaded from his meter to help him understand when the increase in water use occurred. At the customer's request, the meter was pulled and replaced. Third party testing of the meter indicated it was operating accurately. Ms. Pottinger will draft a letter to the customer indicating his meter was functioning correctly and the water use is deemed accurate.

b. Resolution 2018.03.06 Adopting Chapter 2, Title 2 to the North City Water District Code

Ms. Pottinger presented the Board with a resolution to clarify allowable expenses covered by the District for travel and meetings. The Board reviewed the resolution and attachments. After review, and discussion the board agreed that section C of Chapter 2.02.02 could be omitted. Commissioner Ricker made a motion to approve the resolution with the omission of section C, Chapter 2.02.02 which was seconded by Commissioner Haines, and approved by the Board. The Board and District Attorney signed the resolution.

c. Resolution 2018.03.07 Changing Section 5.01 of the Districts Personnel Manual

District Manager Diane Pottinger presented a resolution updating the portion of the North City Water District Personnel Manual covering sick leave. The changes bring policies in line with the new sick-leave laws in Washington. Ms. Pottinger indicated she had not yet received feedback from the employment attorney. The Board agreed to table the approval until the next meeting.

d. 2018.03.08 Replacing Appendix 5B of North City Water District Code

The District has received input from several developers on the District's WSEA form. Operations Manager Denny Clouse and District Attorney Joe Bennett reviewed and updated the WSEA form which is Appendix 5B of the North City Water District Code. Mr. Clouse presented a resolution to update the code with the new WSEA form. Mr. Clouse identified a typo in section 8.7. The word "exert" should read "extent". The Board reviewed the resolution. Commissioner Haines made a motion to approve the resolution, which was seconded by Commissioner Ricker, and approved by the Board. The Board and District Attorney signed the resolution.

MANAGER REPORTS

District Manager Diane Pottinger reported on behalf of the Finance Managers. Finance Manager Barb Shosten and Assistant Finance Manager Amalia Mostrales are working on the end of the year financial statements and hope to submit them to the State Auditors at the end of March. Ms. Shosten is also gathering information on the District budget.

Operation Manager Denny Clouse updated the Board on the permitting status for the construction of the new maintenance facility and shared a copy of the proposed floor plan. Mr. Clouse recommended expediting the permit process. The cost to expedite is \$8,240. This is approximately double the expense of the regular permitting process, but it will cut the processing time in half which will save money in the long run on this project. The Board agreed that expediting the building permits is in the best interest of the District and its ratepayers and affirmed Mr. Clouse's recommendation to expedite the building permits. Mr. Clouse will be meeting with Wagner Architects on Wednesdays at 10:00 a.m. to continue work on the plans. In addition, there will be a meeting with the field crew and architects to review the plans for the building and get input on Thursday, March 15th. Mr. Clouse also reported that SPU requested fire-flow information from the District along the District's southeastern boundary. Mr. Clouse shared a technical memo from BHC consultants which detailed fire-flow levels at the requested hydrants. Lastly, Mr. Clouse informed the Board that the North City Water District has received the 2018 Excellence in Engineering Award from AWWA for the pump station project. The award will be presented at the PNWS 2018 Conference in Tacoma.

District Manager Diane Pottinger reported that the District also received the AWWA Communications Award for the public relations piece developed for the ribbon cutting of the new pump station. In addition, Ms. Pottinger informed the Board that she and Mr. Clouse will be meeting with Sound Transit in April. She also reported that the City of Lake Forest Park will be considering the interlocal agreement for the provision of water use data proposed at the council meeting on Thursday. Ms. Pottinger informed the Board that she was asked by the Operating Board of SPU to serve on the value engineering review for the Lake Forest Park Reservoir Cover project. This will require several outside meetings. She will keep the Board informed as plans develop. Lastly, Ms. Pottinger informed the Board that Utility Worker John Nichols has completed his WDM1 certification.

EXECUTIVE SESSION

None

LEGAL REPORT

None at this time.

COMMISSIONER REPORTS

Commissioner Ricker reported on the Section IV meeting. In addition, Mr. Ricker brought to the Board's attention a letter from Douglas County Sewer District regarding Commissioner compensation for meetings attended via telephone. Mr. Hendricks agreed to review the letter with Mr. Bennett. Ms. Pottinger suggested that creating a Commissioners handbook outlining policies for meeting attendance and compensation in order to clarify expectations and regulations. The Board agreed. Ms. Pottinger will provide the Board with sample handbooks from other Districts for review.

Commissioner Haines had no report at this time.

Commissioner Schoonmaker had no report at this time.

ADJOURNMENT

The meeting concluded at 4:50 p.m.

The next regular meeting will be Tuesday, March 20, 2018 at 3:00 pm and the North City Water District.

Larry Schoonmaker

Charlotte Haines

Ronald Ricker