



MINUTES OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

March 19, 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 Mr. Dave Anderson requested to be added to the agenda after the packet had been distributed to commissioners. Commissioner Haines motioned to add Mr. Anderson to the agenda under old business. Commissioner Hale seconded the motion and the motion passed unanimously.

APPROVAL OF MINUTES

Commissioner Haines made a motion to approve the minutes from the March 5th 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 5343-5359 and 115486-115528 in the amount \$349,124.97 from the maintenance fund and voucher numbers 406-409 in the amount of \$58,196.14 from the capital fund. Commissioner Hale seconded the motion, which passed unanimously. The commissioners signed the vouchers.

OLD BUSINESS

a. Resolution 2018.09.26 WSEA with SCD for Kellogg Middle School Updated Addendum

District Manager Diane Pottinger brought forth an addendum no. 1 to the WSEA signed by the Shoreline School District for the Kellogg School project (2018.09.26) to accurately reflect what was agreed upon at the 7/10/2018 special meeting with the School District. After discussion, Commissioner Haines made a motion to approve addendum no. 1 to WSEA 2018.09.26 with the Shoreline School District. Commissioner Hale seconded the motion which passed unanimously and Board President Ron Ricker signed the addendum.

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

Mr. Anderson provided the Board with a letter and photos providing more detailed information regarding the water break at his property in 2009 and a request for the Board to waive the charges accrued for the time period when he was not connected to the system. Operations Manager Denny Clouse provided the Board and Mr. Anderson with his water consumption records for review. Finance Manager Amalia Mostrales provided information relating to the lien on the property and provided information on the amount due to restore service. District Attorney Joe Bennett informed the Board that existing code would allow the Board to authorize staff to propose an installment payment agreement to restore service with appropriate legal review. The Board also has the authority to waive late fees, but cannot reverse water charges as this would be a gifting of public funds.

After careful review and discussion, Commissioner Charlotte Haines motioned that the Board agree to:

- A. Waive \$108 in late fees for the past three years subject to a written agreement as described below.
- B. Reconnect property to water conditioned on a written agreement approved by District attorney.
Key terms in the agreement must include:
 1. 50% payment of outstanding balance prior to re-connection.
 2. Other 50% paid over 2 years or 24 months.
 3. In the event any installment payment is late or missed:

- a. Water will be shut-off without notice. There will be no cure period.
 - b. Waived late fees will be reinstated.
4. Authorize District Manager to sign on behalf of the District.

Commissioner Hale seconded the motion and the motion passed unanimously. Mr. Anderson thanked the Board and left the meeting.

c. North City Business Association Lease

District Manager Diane Pottinger presented the draft lease with the North City Business Association for the placement of a 10' x 12' shed on District property for the storage of items needed for Jazz Walk and the Tree Lighting. The Board recommended minor changes to the lease and directed staff to propose the changes to the Business Association. Ms. Pottinger also shared the proposed schedule for a public hearing on the matter. The hearing is planned during the regular meeting of the Board on April 15, 2019 at 3:00 p.m. in the District offices. The notice of hearing will be published in the *Daily Journal of Commerce* on March 29 and April 8. Commissioner Hale motioned to approve the public hearing schedule presented. Commissioner Haines seconded the motion and the motion passed.

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. She also informed the Board that she will be proposing some changes to the lien process later this year to help clarify some issues with house rentals that she would like to get direction from the Board. Ms. Mostrales will bring a recommendation to the Board after the year-end financials have been completed.

b. Project Status Report

Operations Manager Denny Clouse reported that there will be a walk around at the site of the new maintenance facility for contractors interested in bidding on the new design plans for the maintenance facility construction. The bid opening is planned for April 2nd at 10:30 a.m. Mr. Clouse also reported that the Aldercrest School completed the looping line required in the WSEA and they are working on issues with the final connection to our system.

c. Operations Manager

Operations Manager Denny Clouse reported on some upcoming maintenance needs for the District's Administration Building. Project Manager Toby Bigger is requesting quotes to reseal and repaint the parking lot. Mr. Clouse met with the janitorial contractor to discuss some cleaning issues. The janitor has indicated the lobby floor is scuffed and needs to be buffed. He will get price quotes for that service.

d. District Manager

District Manager Diane Pottinger reported that Sound Transit was informed of the connection charge required for their proposed construction of the new light rail stations. Sound Transit stated it will revisit the project design to see if adjustments can be made that would lower the connection charge. The size of meters has been questioned by District staff throughout the review process. The District signed a WSEA and Relocation Agreement with Sound Transit in May of 2017 which outlined the payment parameters for connections charges. Ms. Pottinger has been in communication with Sound Transit to remind them of the payment requirements. Connection charge payments must be made as agreed upon before any pre-construction meetings can occur. Once the connection charges have been finalized and payments have been received, pre-construction meetings relating to water service in the District's service area, can commence.

Ms. Pottinger also reported that the District is soliciting quotes from Pacific Office and Sharp to replace the copier in the Administration Building. Ms. Pottinger informed the Board that there is an opening on the Enduris Board and asked if anyone was interested in applying. Finally, Ms. Pottinger reported that the City of Shoreline will hold a public hearing on their proposed maintenance facility on March 20th and will hold an open house on the 185th street project on April 2nd.

COMMISSIONERS REPORTS

Commissioner Hale reported on her attendance at the Operating Board Meeting, the Shoreline Chamber of Commerce meeting and the WASWD Section IV meeting.

Commissioner Haines reported on her attendance at the WASWD Section IV meeting and the Operating Board Meeting

Commissioner Ricker reported on his attendance at the WASWD Section IV and Operating Board meeting.

EXECUTIVE SESSION

The Board entered into executive session for ten minutes to at 4:42 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 and Ms. Mostrales. The executive session concluded at 4:52 p.m. The meeting returned to regular session was adjourned at 4:52 p.m.

The next regular meeting will be on Tuesday, April 2 at 3:00 p.m. in the District's Administrative Offices.

Ronald Ricker

Charlotte Haines

Patricia M. Hale